



Federation of Fisheries Organisations Uganda

Plot 20, Jinja Road, 2nd Floor Wabyona Plaza -Jambool, P.O Box 3116 Kampala - Uganda.

Tel: +256414583081, +256701158174, +256782158174

Email: info@ffou.org, Website: www.ffou.org

OUR REF: FFOU/05/04/2022

NEW JOB DESCRIPTION FOR FFOU EXECUTIVE DIRECTOR AND HIS OR HER DEPUTY:

The Executive Director is the key management leader of FFOU. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the Federation. Other key duties include fundraising, marketing, and community outreach. The ED reports directly to the FFOU President who then report to the Board of Directors.

GENERAL RESPONSIBILITIES

1) **President:** Works with President in order to fulfill the Federation's mission.

- Responsible for leading FFOU in a manner that supports and guides the Federation's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the Federation.

- Responsible for fundraising and developing other revenues necessary to support FFOU's mission.
- Responsible for the fiscal integrity of FFOU, to include submission to the President of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the Federation.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the Federation in a positive financial position.

3) **FFOU Mission and Strategy:** Works with President and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation FFOU's programs that carry out the Federation's mission.
- Responsible for strategic planning to ensure that FFOU can successfully fulfill its Mission into the future.
- Responsible for the enhancement of FFOU's image by being active and visible in the community and by working closely with other professional, civic and private Federation s.

4) **FFOU Operations:** Oversees and implements appropriate resources to ensure that the operations of the Federation are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.



- Responsible effective administration of FFOU operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the Federation.

Actual Job Responsibilities

1. Report to and work closely with the President to seek Board of Director's involvement in policy decisions, fundraising and to increase the overall visibility of the Federation.
2. Supervise, collaborate with Federation staff.
3. Strategic planning and implementation.
4. Planning and operation of annual budget.
5. Serve as FFOU's primary spokesperson to the Federation's constituents, the media and the general public.
6. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance FFOU's Mission.
7. Engage in fundraising and developing other revenues.
8. Oversee marketing and other communications efforts.
9. Oversee Board and committee meetings.
10. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the Federation.
11. Review and approve contracts for services.
12. Other duties as assigned by FFOU President on behalf of the Board of Directors.

Professional Qualifications Needed

- A Master's degree.
- Postgraduate diploma in business management
- Transparent and high integrity leadership.
- Five or more years senior management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the Federation's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the Federation's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, Banks, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Approved



Kanyana Ezra

PRESIDENT-Federation of Fisheries Organisations Uganda (FFOU)