



## Job vacancy announcement

Executive Director

Date posted 15 December 2023

The Balkan Forum (BF) is seeking for a skilled, energetic and committed professional to lead the team and the organization. The Executive Director (ED) serves as the leader of BF and is its primary public representative. A successful candidate will be able to seamlessly work across the strategic, operational, and administrative aspects of the ED's role with key focus on organizational development, public relations, fundraising, and leading and managing a high-performance team that will achieve organizational strategic goals.

<b>Deadline for applications:</b>	15 January 2024
<b>Expected start date:</b>	March 2024
<b>Contract:</b>	One (1) year, with possibility of extension
<b>Salary:</b>	Competitive NGO salary
<b>Location of the post:</b>	Prishtina, Kosovo
<b>Reporting:</b>	Board of Directors

### About the Balkan Forum

The Balkan Forum (The BF) works to advance cross-border dialogue and create a shared regional vision and agenda for cooperative action in the Balkans, based on economic integration, prosperity, and sustainable peace. We highlight good practices of regional cooperation to policy discussions, and promote existing efforts to connect grassroots initiatives, knowledge, and successes to the decision-making levels that are responsible for policymaking and regional and/or European Union (EU) integration.

**Geographic focus:** Albania, Bosnia and Herzegovina, Croatia, Kosovo, Greece, North Macedonia, Montenegro, Serbia.

**Thematic areas:** Circular Economy (particularly the intersection between education, environment and the labor market), regional cooperation, human capital development, media, Euro-Atlantic integration.

### Executive Director - Responsibilities

#### Visionary Leadership

- Serves as the visionary leader for BF.
- Supports operations and administration of the Board by advising and informing Board members and interfacing between Board and staff in the development of policies and planning recommendations.

- Assists in the selection and evaluation of Board members and Board leadership.

#### Management and Strategic Planning

- Collaborates with the Board to define and articulate the organization's vision and to develop strategies for achieving that vision.
- Promotes a culture that reflects the organization's values, represents the diverse community, encourages good performance, and rewards productivity.
- Creates and implements systems for communicating effectively with all staff and partners.
- Strives to identify, develop and implement diversity, equity and inclusion practices that are in line with the overall priorities of the organization to be representative of the community it serves while ensuring to attract, hire, retain, promote and maintain a diverse workplace.

#### Financial

- Oversees the development of annual budgets and operating plans.
- Prudently manages the organization's resources within budget guidelines in compliance with laws, regulations and policies.
- Provides prompt, thorough, and accurate information to keep the Board and team appropriately informed of the organization's financial position.

#### Fundraising

- Oversees staff in the development and implementation of fundraising plans that support strategies adopted by the BF.
- Serves as the primary steward of donor relationships and facilitates one-on-one engagement with prospective and existing donors to increase incoming funds.
- Oversees the timely submission of grant applications and progress reports for grant management and award compliance.

#### Relationships

- Serves as the public face and primary spokesperson and representative for BF.
- Actively advocates for the organization, its beliefs, and its programmatic efforts.
- Acts as a liaison between the organization and the community through partnerships with government, organizations, businesses, and donors that further the mission through cooperative efforts and strategic relationships.

#### Programmatic Effectiveness

- Oversees design, delivery, and quality of programs and projects.
- Leads the development of BF programs for an effective response to external challenges largely affecting the outcome of organizational goals.
- Stays abreast of current trends and anticipates future trends likely to have an impact on organizational outcomes.

#### Person specification

- Bachelor's degree required. Master's degree preferred.
- Minimum of 5 or more years overall leadership experience with a minimum of 3 years' experience in an executive level/senior management position (Non-profit experience preferred but not required).

- Demonstrated competency in providing management oversight, leadership, and direction. A forward thinker, driven by innovation, transformation, and impact.
- Extensive experience in the following areas: financial management, partnership development, program development and delivery, empowering leadership skills, organization development, strategic planning, risk management, managing diversity, and fundraising.
- Excellent written, verbal and interpersonal skills including working with the team, Board, partners and stakeholders are a must.
- Excellent analytical, communication, presentation, time management and problem-solving skills. The ability to extract and analyze data to make informed decisions about team/organizational development required.
- Proficient in Microsoft Office, content management systems.
- Fluent in English.
- Able to work flexibly in a friendly and dynamic team.
- Ability and enthusiasm to travel in the region and internationally as necessary.

### **Application process**

To apply, please send your CV (max 2 pages), and cover letter (max 1 page) in English stating your motivation with the subject line **Application for ED position** at: [info@thebalkanforum.org](mailto:info@thebalkanforum.org) and [TBF@thebalkanforum.org](mailto:TBF@thebalkanforum.org)

The Balkan Forum offers an equal opportunity to all people interested and it reserves the right to invite only a limited number of applicants for direct interview for the position.

For further information about the Balkan Forum please visit <https://thebalkanforum.org>