



## Operations Director

### About GMin

[Global Minimum Inc. \(GMin\)](#) is a growing nonprofit organization that runs innovative learning programs for young people in Africa between the ages of 13-24 years. Its two programs in Sierra Leone and Kenya - the Innovation Lab (InLab) and the Innovation Challenge (InChallenge) - enhance critical and creative thinking, promote civic engagement, strengthen STEAM literacy and develop entrepreneurship and leadership skills in youth.

GMin is a vibrant growing organization in an important, fast-expanding space with great growth potential. The Operations Director will join a team of dedicated leaders who are continually seeking innovative ways to improve learning outcomes and employability amongst African youth. GMin aims to rapidly expand within the country and throughout the African continent in the next 5 years and is looking for curious, creative and committed people to join us on this journey!

### About the Role

The Director of Operations will work closely with the Managers and liaise with the Executive Director. The candidate will play an active role in ensuring day-to-day operations run smoothly, Furthermore, the Director will serve as a point of contact for the entire GMin team, implement policies and procedures required as GMin scales, ensure compliance, and strategically guide the operations of the organization. There is tremendous opportunity to contribute and grow the outreach implementation strategy for GMin through this role.

### Responsibilities

- Translate GMin's strategy into operational directives
- Drive compliance in all areas in which the organization operates: Kenya, Sierra Leone and the United States of America. This include; human resources, NGO compliance and oversee contractors on audit and tax requirements
- Create systems for check-in, professional development and accountability on reaching individual and collective goals.
- Identify, interview and train talent for the organization including but not limited to coaching, training, disciplinary actions, and execute review cycles.
- Evolve internal systems for a growing staff, track growth and performance, keep the lights on
- Move organization-wide projects quickly and efficiently, including holding peers and superiors to deadlines

- Build procedures for human resources, finance, and governance, and support with the overall capacity of our team to codify their work.
- Collaborate with the Executive Director to develop in-depth operational analysis to drive improvements
- Develop and maintain detailed budgets and timely financial projections
- Provide overall support for leadership development of staff, protocol trainings, effectiveness
- Proactively lean into new opportunities and tackle new challenges that arise; provide innovative solutions to troubleshoot challenges
- Identify, assess, and inform the Executive Director and Board of Directors of internal and external issues that affect the organization

#### **Ensure strategic impact**

- Alongside the Program Director oversee the planning, implementation and evaluation of the organization's programs, services and projects to build capacity and strengthen sustainability
- Be up to speed on programs happening within the day, week, month and participate as necessary. Provide strategic support to program staff and lead, facilitate, and teach where you see gaps.
- Provide guidance and support to the development of projects, programs, and proposals by asking key questions and ensuring programs and operations efficiently coalign

#### **Qualifications**

- 5-7 years progress operations and management experience
- Excellent communication skills both written and interpersonal – can effectively engage with stakeholders ranging from school children to senior government officials
- A team player eager to contribute to a growing organization and community



- Deeply passionate about youth development and social impact
- Commitment to the ideals of diversity, equity and inclusion
- Exceptional discretion when handling sensitive information (youth-related or otherwise)
- Strong working knowledge of Microsoft Office and/or Google Suite

### **What We Offer**

- Competitive benefits within the start-up/non-profit sector
- Monthly Compensation based on experience ranges between Ksh. 405,000 - 500,000 before statutory deductions
- Experience working with an innovative global organization, collaborating with prominent leaders in education, innovation and social impact
- Ability to do meaningful work and directly impact young Kenyan leaders

### **Location**

Nairobi, Kenya with potential to travel to other countries GMin operates in.

### **To be considered**

Due date to apply is **15<sup>th</sup> May, 2021.**

Applications will be accepted on a rolling basis. Only qualified candidates will be contacted by GMin. Submit your CV or resume and cover letter in **pdf** to [info@gmin.org](mailto:info@gmin.org) with the title **GMin Operations Director**

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