



Room 405, JRDC Bldg.,  
Osmena Boulevard,  
Capitol Site, Cebu City  
6000 Philippines

P/F: +6332-268-3746  
+6332-514-3746  
E: a2dproject@gmail.com  
info@a2dproject.org

## **JOB VACANCY**

A2D Project-Research Group for Alternatives to Development, Inc., a non-profit, non-government organization based in Cebu City, is seeking a new Executive Director to oversee the administration, programs and strategic plan of the organization. As the organization continues to expand, A2D Project aims to:

- Advance the role of data and research in designing, implementing, and evaluating development projects with partner organizations and communities.
- Pioneer initiatives to increase community resilience to disasters by promoting inclusiveness, participation, and local innovations.
- Facilitate synergies among networks and partners and fostered the ideals of collaborative development.
- Develop knowledge products that share the lessons of on-the- ground work with partner communities and highlight the promising practices offered by each innovative initiative.

A2D Project was formally incorporated in May 2010 as a non-stock, non-profit, non-government organization under the Philippine Securities and Exchange Commission. Since then, it has grown from a small group of researchers who sought to make a difference in the Philippine's marginalized southern regions to an established organization recognized for its contributions in cultivating a culture of evidence-informed development practice especially in the field of gender, environment and sustainable development; disaster risk reduction and climate change action; and, protection and humanitarian aid.

The Executive Director is responsible for:

- Report to and work closely with the Board of Trustees to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization;
- Managing A2D Project's operations under the guidance of its Board of Trustees and strategic plan;
- Planning and operation of annual budget.
- Review and approve contracts for services.
- Developing programs and initiatives that contribute to the sustainability of the organization and increasing resources sufficient to ensure financial health of A2D Project;
- Supporting A2D Project's ongoing national growth and influence in other region of the Philippines.
- Establishing and maintaining relationships with various organizations and leverage these relationships to strategically enhance A2D Project's mission and vision
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Supervising and collaborating with organization staff.
- Serving as A2D Project's primary spokesperson to the organization's constituents, the media and the general public.
- Other duties as assigned by the Board of Trustees.

The Executive Director reports directly to the Board of Trustees and General Assembly and works closely with highly committed secretariat and staff, ensuring partnership and collaboration with partner communities, networks and other civil society organization to further its vision to build a Philippine society that is inclusive, democratic and just.

The Executive Director will be expected to bring or quickly develop an expertise in A2D Project's key areas of activity. The ED must have proven leadership skills and a commitment to the vision of the organization. The ideal candidate will have the energy and ability to tackle a wide range of critical tasks, from conceiving creative advocacy campaigns, to drafting proposals, to engaging donors – and above all, working closely and enthusiastically with A2D Project's partners and networks.

All candidates should have strong capacity to motivate themselves and others, take initiative on a variety of projects, and manage time well.

### **DESIRED QUALIFICATIONS AND SKILLS**

Strong preference for at least 5 years of relevant professional experience, and/or a graduate degree in a relevant field in combination with professional experience. (We will consider exceptional candidates who do not meet these requirements but otherwise demonstrate a strong combination of the specific qualifications and skills described below.)

#### *Leadership Experience*

- Significant work experience in managing and NGO with a clear record of leadership.
- Experience managing multiple tasks and budgeting time and resources appropriately.

#### *Management Experience and Excellent Interpersonal Skills*

- Demonstrated experience with financial management, budgeting and oversight; and grant making, fund-raising and resource mobilization
- Experience managing both staff and unpaid volunteers (ideally including student organizing experience).
- Excellent people skills, including networking, organizing, negotiating, and inspiring.
- Sensitivity to dynamics of international and cross-cultural collaboration.

#### *Commitment to Activism and Advocacy*

- Demonstrated commitment to activism and advocacy, with experience organizing gender, environment and sustainable development; disaster risk reduction and climate change action; and, protection and humanitarian aid.

#### *Excellent Communication Skills*

- Strong writing skills in a variety of formats – from policy documents to media materials to daily email outreach – with close attention to detail.
- Ability to translate complex topics into clear terms both verbally and in writing.

#### *Flexibility*

- Ability to work collaboratively with staff, partners and networks
- Ability to travel frequently

### **TO APPLY**

To apply for this role, please view full JD and send your application to [a2dproject@gmail.com](mailto:a2dproject@gmail.com) on or before July 15, 2018 for priority consideration. Please reference “**Executive Director**” in the subject of the email. Application must include a CV and cover letter demonstrating your experience, skills and qualification which meet our selection criteria.



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As a development NGO, A2D Project is committed to providing equal opportunity to all qualified applicants, and, therefore, encourages diversity in the organization. We do not discriminate on the basis of age, gender, ethnicity, religion, political affiliation, and disability. Reasonable accommodations will be provided for applicants with disabilities who will self-disclose.