

enke Chief Executive Officer Job Description – 2023-24 Search

enke: Make Your Mark (enke) is an award-winning leadership development organisation that generates and incubates youth-led social impact and enterprise. **The enke Board of Directors is seeking to appoint a new Chief Executive Officer (CEO) to succeed the incumbent and drive further organizational growth and impact.**

POSITION SUMMARY

The CEO will lead and support the enke team to deliver on the strategic vision of the organisation and report directly to the Board of Directors. The CEO role is ultimately responsible for the organisation's performance. The main responsibilities that we currently foresee are threefold: income generation and relationship management; strategic planning and new business; and leadership and management.

The CEO will work closely with the Board of Directors and heads of department (Head of Programs and Head of Operations & Finance) to implement the organisation's strategic priorities. It is expected that the CEO role will continue to evolve as the organisation's needs change, particularly in light of the growth plans over the long term.

Role/Contracting:	Full Time, Minimum 5-year contract with option to renew
Location:	Johannesburg at enke Headquarters in Hurlingham. Hybrid working environment (minimum 2 days per week in the office in person). Some travel expected.
Remuneration:	R720,000 – R950,000 gross annual
Application Deadline:	Opened 1 December 2023, review on a rolling basis until filled.
How to apply:	Submit required documents to annelie@maraisbutton.co.za (see below)

About enke

enke: Make Your Mark (enke) was started in 2009 with the motivation of building a society that is more socially and economically inclusive. enke means "ink" in SeTswana and "take it" in SeSotho. That's what we're about – empowering youth to be authors of their futures by taking opportunities to change their lives and communities (making their mark).

Our vision is a world that is an enabling environment for young people to recognise their own value, thrive and mobilise for meaningful change. We achieve this vision through leadership and entrepreneurial skills development programs that provide young people (15-35 years old) with theoretical and practical skills to be actively engaged citizens that thrive socio-economically.

Our mission is to connect, equip and inspire:

- **Connect** across diversity, creating valuable networks, social capital and building social cohesion.
- **Equip** with an entrepreneurial mindset and social-emotional (power) skills; real-world skills that increase employability and help unlock opportunities for their success in life.
- **Inspire** a bias towards action, to achieve personal, professional, national and global development aspirations.

Our Why

We believe that young people are Africa's greatest resource. African youth are proven problem-solvers and leaders of change and innovation. But too many young people don't live in environments and lack the platforms, resources and support they need to realise their full potential and value adding global citizens. We exist to reverse negative trends that affect youth. We believe in building the inherent assets of young people, developing entrepreneurial mindsets and non-cognitive skills, that create agents of social responsibility, innovation and entrepreneurship.

Since 2009 we have trained over 10,200 youth whose social impact and enterprise projects have benefitted over 139,000 people in communities across South Africa. Our work contributes to achieving the Sustainable Development Goals (SDGs) of Quality Education (Goal 4), Gender Equality (Goal 5) and Decent Work (Goal 8).

For our work, we have received the following recognition and awards:

- 2023 E-Squared Responsible Social Enterprise Award
- 2020 Facebook Community Accelerator
- 2016 Bronze Award in the WCDSO Ministerial Youth Excellence Awards
- 2012 M&G and Southern Africa Trust Drivers of Change Community Award

Find out more about enke on <https://enke.org.za>.

ESSENTIAL FUNCTIONS/ RESPONSIBILITIES

The CEO role is ultimately responsible for the entire organisation. The main responsibilities will fall in the following areas:

1. Strategic Vision & Organisational Leadership

- Lead the development and implementation of the strategic plan in collaboration with the executive team and board.
- Provide inspirational leadership to the organisation.
- Establish effective decision-making processes for achieving long- and short-term goals.
- Foster a professional and efficient organizational culture based on their values.
- Drive collaborative efforts to impact the sector more broadly.
- Develop and build effective partnerships with strategic partners.
- Ensure open communication about financial, programmatic, and impact performance.
- Encourage organizational reflection, growth, and transformation.

2. Income Generation & Fundraising

- Ensure the consistent inflow of opportunities for the organisation to build its impact, scale and resilience, while guiding the decisions around which opportunities to leverage.
- Ensure the mobilisation of resources to achieve organisational goals and strategic impact targets; secure multi-year commitments to cover annual budgets and raise unallocated funds towards building a financial reserve.
- Create and execute fundraising strategy and implementation plans.
- Develop new income generation strategies, including for-profit products and services.
- Utilize external presence and relationships to garner new opportunities.
- Ensure consistent representation of the organization and its mission while fundraising.

3. Stakeholder Engagement & Stewardship

- Lead the overall approach to key stakeholder management.
- Ensure fit-for-purpose approaches for managing each key stakeholder/group.
- Develop and implement the organization's communication strategy.
- Formulate and execute comprehensive communications strategies.
- Enhance revenue from major donors through effective stewardship.

4. Team Management and Governance

- Work closely with the Board to ensure good governance,
- Align strategy development, planning, and measurement with organizational goals.
- Ensure heads of departments (executive team) are meeting and exceeding in assigned performance metrics, working together to achieve organisational strategic priorities and objectives.
- Lead, coach, develop, and retain executive and management teams.
- Support a values-based, inclusive, learning culture and organisational climate that encourages development and collaboration.
- Strengthen and maintain the organization's management and governance culture.
- Establish systems to track scaling progress and measure successes.

5. Compliance & Risk Management

- Ensure highest ethical standards prevail throughout the organisation and be the example to the organisation, putting in place mechanisms required to support this.
- Implement comprehensive Child & Youth protection policies.
- Uphold ethical standards throughout the organization.
- Ensure organizational compliance across Finance, HR, and related legislation.
- Manage governance and risk through effective systems and processes.

Requirements

Qualifications & Experience

- Minimum of 5 years in a senior leadership position
- A minimum of 10 years of overall professional experience
- Solid educational background – minimum undergraduate degree required; relevant post-graduate qualification preferred.
- Experience working directly with a board of directors (mobilising, supporting, reporting to)
- Proven track record in fundraising, business development and/or sales
- Fundraising, strategy and/or organisational development experience
- Prior social enterprise or non-profit experience ideal
- Experience in leading, managing, and/or developing high impact teams.

Skills, Competencies & Knowledge:

- A savvy and entrepreneurial leader with the ability to set clear priorities, delegate, and guide investment in people and systems.
- Analytic, organisation and problem-solving skills, which support and enable sound decision making.
- Collaboration and team-building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse and effective team.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management and staff.
- Ability to engage with people of diverse backgrounds, particularly young people.
- Deep passion for social impact
- Track record of building and mobilising their network
- Value people, not just the bottom line

Application Instructions

MaraisButton & Associates has been appointed as our search partner for this recruitment. Interested candidates must submit the following:

- A motivation letter highlighting their leadership achievements / successes, and experience aligned with the skills and requirements outlined above.
- An updated CV / Resume
- Include contact details of three work-related referees.

Please send your application documents in PDF format to annelie@maraisbutton.co.za with the subject heading “Application – enke Chief Executive Officer”.

Deadline: Search opened 1 December 2023, will accept and assess application on a rolling basis until the position is filled / review of candidates is completed.

Contact will only be made with shortlisted candidates. Applicants who previously applied should not re-submit.

POPIA Disclaimer: By responding to this advert and sending your CV, cover letter and/or any other documentation, you are consenting to enke: Make Your Mark and its appointed representatives processing your personal information as contained in the furnished documents. The organisation may process your personal information for the purpose of recruitment for this and/or other posts that may arise within the organization. You warrant that you have familiarised yourself with South Africa's Protection of Personal Information Act (POPIA) and understand your rights and obligations under this Act.