



Institute for Leadership and Public Policies
SCOPE OF WORK – Executive Director

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for ILLP, programs, expansion, and execution of its mission. She or he will initially develop deep knowledge of field, core programs, operations, and business plans.

- Manages with the Association;
- Takes care of the internal organization and coordination of the Association;
- Ensures proper, efficient and effective work of the Association;
- Represents the Association and participates in meetings with business associates and partners, as well as with third parties domestic and foreign;
- Negotiates with potential business partners, partners, as well as with third parties domestic and foreign;
- Accepts offers that oblige the Association to perform certain activities, make payments, etc., which are closely related to the scope of work of the Association;
- Monitoring the work of the employees of the Association, as well as the work of business associates and partners;
- Monitoring the progress of the Association's activities with a view to fulfilling the Association's founding act and agreements with business associates and partners;
- Monitor the budget and management of the Association's finances;
- Represents the Association in relations with business associates and partners, as well as with third parties domestic and foreign;
- Prepares general acts of the Association, draft agreements and other legal and financial documents, which will be subject to approval by the Assembly of the Association;
- Fulfilling other obligations undertaken by this contract.

Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize ILLP volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout.
- Lead, coach, develop, and retain ILLP high-performance senior management team

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- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.
- Deepen and refine all aspects of communications from web presence to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

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