



Executive Director - part-time

Who We Are

Douar Tech is a Moroccan association offering programs in rural and peri-urban areas. Our mission is to promote the resilience of vulnerable young Moroccans, especially women and those living in rural and peri-urban areas, through training in entrepreneurship, web development and other technology-intensive skills. Our approach focuses on blended learning models and engaging the surrounding entrepreneurial and technological ecosystems through programmatic and other professional networking initiatives. Douar Tech's empowerment model contributes to the socio-economic inclusion of young people from all regions of Morocco, helping them to fully seize the opportunities of the 21st century. Our programs currently focus on Moroccan youth, yet our networks span across the SWANA (South West Asia and North Africa) region and the African continent.

About The Job

Reporting to the Board of Directors, Douar Tech's Executive Director will initially start as a part-time position. She or he will be responsible for leading Douar Tech's organizational activities, supervising, operations, human resources and fundraising activities, ensuring the effective implementation of all projects and acting as the main liaison for communication with strategic and other key stakeholders.

Key Responsibilities

Job Specifics

- Work closely with the Board of Directors and operational staff to manage multiple activities, including managing internal and external relations, overseeing the organization's operations, project administration, programming, and fundraising;
- Ensure that administrative tasks are completed and reports are submitted properly;
- Manage human resources, compliance with laws and regulations, ensure policies and procedures are in place for effective and efficient operation;
- Develop and implement, in collaboration with the Board of Directors, a fundraising strategy and action plan for Douar Tech, which involves identifying and cultivating prospective donors, writing proposals, hosting events, extensive networking, etc.;
- Co-elaborate, with the National Coordinator, and oversee the organization's results based planning, monitoring and evaluation strategy and scheme;

- Oversee strong budgeting and financial monitoring and reporting;
- Represent the organization with media, donors, and government authorities with clear messaging and communication materials, in Morocco and worldwide;
- Liaise with the National Coordinator and appropriate staff at Douar Tech;
- Other tasks as requested by the Board of Directors.

Your Profile

- You are a driven leader, with an entrepreneurial mindset and a minimum of 10 years of professional experience, at least 5 in the management of development programmes or non-profit organizations;
- You have experience designing, planning and managing development and educational programs, including fundraising experience;
- You have a proven experience working with youth, ideally from rural/peri-urban populations and disenfranchised backgrounds;
- You are a smart, natural communicator that can engage diverse audiences in French, English & Darija;
- You have proven experience in managing a dynamic team with highly adaptive management, leadership and coaching skills and the ability to solve problems;
- You have successfully implemented a grant project from start to finish, including M&E processes/tracking KPIs/auditing;
- You have proven experience in financial planning and monitoring projects within strict compliance requirements;
- You understand governance and have a strong sense of diplomacy, high integrity, with sound judgment;
- You are comfortable working with people from different cultures and across time zones to develop strategies and foster a cohesive, conducive and creative work environment;
- You have experience dealing/negotiating with public partners and/or local authorities in Morocco.

We are an equal opportunity employer and truly value diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

To apply for this position, please send your resume, cover letter, and any other relevant supporting document to contact@douar.tech with the subject line: Application - Executive Director.