

EXECUTIVE DIRECTOR

Sahel Consulting Agriculture and Nutrition Ltd (Sahel), on behalf of the Commercial Dairy Ranchers Association of Nigeria (CODARAN) is recruiting for the role of Executive Director.

CODARAN is the nationwide apex body and collective voice for the interests of indigenous commercial dairy processors, ranch operators and small, medium, and large-scale dairy farmers in Nigeria. CODARAN is a non-political membership organization. Their efforts are aimed at:

1. Developing the dairy industry to meet the daily nutritional needs of Nigerians by fully harnessing local milk resources to create jobs, national wealth, and sufficiency
2. Providing services and relevant information to members to enable them to improve their operations and enhance their capacity to meet growing demands for dairy products
3. Representing the membership as a united industry, before legislative bodies and regulatory agencies, and promoting and safeguarding common business interests
4. Advocacy, communications, networking, public relations, and promotion programs that further the sales and distribution of dairy products of members
5. Promoting cooperation for optimal usage of resources and Self-regulation of members to ensure adoption of international best practices in production and efficient distribution of fresh and safe dairy products

Job Title: Executive Director
Job Type: Full Time
Reports to: The Executive Committee of CODARAN
Location: Abuja, Nigeria
Travel: Limited local and international travel
Closing Date: Open until filled

The Executive Director leads the executive management team of CODARAN. The Executive Director is responsible for implementing and overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, dairy and livestock policy advocacy, community outreach and stakeholder management. The position reports directly to the Executive Committee (Exco).

General Responsibilities:

1. **Governance:** Works with Executive Committee to fulfil the organization's mission by:
 - Leading CODARAN in a manner that supports and guides the organization's mission as defined by the Executive Committee.
 - Communicating effectively with the Executive Committee and providing, in a timely and accurate manner, all information necessary for the Executive Committee to function properly and to make informed decisions
2. **Financial Performance and Viability:** Develops strategies for mobilizing resources to ensure the financial health of the organization. This entails:
 - Fundraising and developing revenue streams necessary to support CODARAN's mission
 - Fiscal integrity of CODARAN, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
 - Fiscal management that ensuring that operations are within the approved budget, ensures optimum resource utilization, and maintenance of the organization in a positive financial position

3. **Organization Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach. This entails:
 - Implementation of CODARAN's programs that carry out the organization's mission
 - Strategic planning to ensure that CODARAN can successfully fulfil its Mission into the future
 - Enhancement of CODARAN's image by being active and visible in the community and by working closely with other professional, civic, and private organizations
4. **Organization Operations:** Oversees and deploys relevant resources to ensure that the operations of the organization are appropriate. This entails:
 - Hiring and retention of competent, qualified staff
 - Effective administration of CODARAN operations
 - Signing all notes, agreements, and other instruments made and entered into and on behalf of the organization

Duties and Responsibilities:

1. Report to and work closely with the Executive Committee to obtain approval for the involvement of CODARAN in policy decisions, membership drive, advocacy pursuits and fundraising, and to increase the overall visibility of the association
2. Supervise association staff
3. Strategic planning and operationalization of annual budget
4. Conduct periodic dairy and livestock industry market research and stakeholder mapping and share findings with stakeholders
5. Lead advocacy and campaign to promote the interest of CODARAN members
6. Serve as CODARAN's primary spokesperson to the association's constituents, the media, the government, relevant stakeholders in the dairy and livestock industry, and the public
7. Establish and maintain relationships with various organizations and utilize the relationships to strategically enhance CODARAN's mission
8. Engage in fundraising and developing other revenue sources
9. Oversee marketing and other communications efforts
10. Oversee CODARAN's Executive Committee and committee meetings
11. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of CODARAN
12. Review and approve contracts for services
13. Other duties as assigned by the Executive Committee

Minimum Required Skills & Experience

1. **Professional Qualifications:**
 - Master's degree in International Development, Business, Economics, Agriculture, or related field of study
 - Minimum of ten (10) years of work experience in senior management position with demonstrated results, focus, skills, and a record of delivering beyond expectations
2. **Operational Expertise:**
 - Strong organizational abilities including planning, delegating, program development and task facilitation
 - Experience and skill in working with a Board of Directors
 - High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors
 - Good fiscal management skills including cash flow management and budgeting

- A history of successfully generating new revenue streams and improving financial results
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community

3. Leadership Skills:

- Able to shape a vision and strategy
- Demonstrated experience in developing and managing alliances with the private sector; ability to build consensus and relationships among executives, partners, and the workforce; adept at aligning stakeholders with differing agenda
- Able to attract, inspire, retain, and lead a diverse team of exceptionally talented professionals

4. Communication & People Skills:

- Superior interpersonal and cross-cultural communication skills
- Ability to effectively communicate the organization's mission to donors, policy makers and regulators, volunteers, and other stakeholders in the dairy and livestock industry
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers
- Fluency in the English language, and excellent writing and presentation skills
- Strong public speaking ability
- Ability to inspire confidence and create trust

5. Personal Characteristics and Other Requirements:

- Excellent judgement and ability to understand contemporary issues quickly and make smart decisions
- Ability to work under pressure, plan personal workload effectively and delegate
- Proficiency in Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook
- Willingness to travel across Nigeria and internationally

To Apply:

Qualified and interested applicants should submit a Word-formatted single document consisting of a **cover letter and resume to recruiting@sahelcp.com**. Subject line should be clearly stated as Executive Director CODARAN. Due to a high volume of applicants, please understand that we can contact only those who meet the minimum qualifications.

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