



**Lutfia Rabbani
Foundation**

FOUNDATION DIRECTOR

LUTFIA RABBANI FOUNDATION

As a Foundation that fosters Euro – Arab understanding through education (scholarships), cultural exchange and dialogue, we are looking for a Director to drive and further develop our mission and programmes. Building networks across a diverse range of stakeholders and linking these networks to create opportunities is key. The candidate should be entrepreneurial, flexible, possess exceptional interpersonal skills and have an aptitude for building and maintaining relationships in order to collaborate with people from diverse cultural backgrounds and organisations – while operating within a small dedicated team. The function includes both designing and implementing multiple projects and programmes as well as back office work. The candidate should have knowledge of Euro – Arab relations and be familiar with managing multiple streams of work including fundraising. Excellent English and Dutch language skills are essential, Arabic is advantageous.

Applications should be addressed to the Chairman of the Board and submitted by October 15th to: yonet@rabbanifoundation.org

Lutfia Rabbani Foundation

Background

Founded in 1979, the Lutfia Rabbani Foundation (LRF), based in The Hague, is a non-profit organisation committed to a mission of: Fostering mutual understanding between Europe and the Arab World through cultural and educational exchange.

Foundation's existing means to realise mission:

- Scholarship programmes;
- Organisation of conferences i.e. Euro- Arab Dialogue Forum;
- Educational/Cultural Projects between Europe and the Arab World;
- Cooperation projects in partnership with other organisations.

Foundation's vision

As a non-political, non-religious NGO, officially recognized by the United Nations, the Foundation seeks to impact the academic, governmental, business and general community in order to develop a better understanding (of the other).

Read more about the job profile on the following pages:



Lutfia Rabbani Foundation

Job Description

As Director you will be responsible for managing the daily operations of the Foundation alongside a small dedicated team. You will plan and implement an effective and integrated long term vision for the Foundation and maintain active working relationships with its partners and network. You will develop and support media relationships and represent the Foundation for adequate external communications and publicity, as well as function as the point of contact for relevant institutions and funders. You will actively seek new revenue sources – corporate and private to meet the operating budget.

A basic knowledge in managing financial affairs is helpful. You will be responsible for fundraising and maintaining contact with sponsors.

You will ensure that the organisation is run professionally (including budget, annual reports, contracts, preparation and report of Board meetings). Further, you will supervise and mentor interns.

As a creative initiator you will contribute independently to the further development and expansion of the Foundation. As Director, you are a policy consultant and adviser to the Board and ensure the implementation of the Board's decisions.

Candidate Profile

The ideal candidate would be someone who through the LRF network is able to interact between the business, academic, NGO and public sector communities to successfully profile the LRF.

You put ideas into action and have a strong vision. You develop new initiatives independently, establish new connections and inspire and stimulate others. Above all you have great communication skills and you demonstrate tact and integrity in the performance of your duties.

The Director should be someone who has leadership qualities, who can function well in a team, who is personally accountable, who possesses excellent communication skills in at least Dutch and English (and preferably a working knowledge of Arabic), who is familiar with the Arab World and who can work under pressure. In addition, the Director will coordinate the back office support needs of the LRF. The Directors' role is to build on the track record of the LRF.

To achieve this goal, the following LRF priorities are identified:

- Develop a stronger link with the business community;
- Expand scope of activities;
- Long term programming;
- Serve as entrepreneurial partner with and support of Board members in leading the next development phase of the Foundation;
- Support the Board in various activities including developing an annual strategic working plan;
- Increase visibility of LRF through liaising with academic, governmental, business and general community;
- Address aspects of communication including media and media links and the LRF website;
- Prepare annual/multi-year financial budget with the Board and be able to identify market issues relevant to the achievement of the Foundation's financial goals.

The Director will initially operate under the supervision and guidance of a delegated member of the LRF Board.



Lutfia Rabbani Foundation

Compensation

As Director, you will have a unique professional function that enables you to further develop your personal qualities and experience, and to apply them in an organisation with high quality standards and an established reputation, executing a unique and interesting mission.

With a high degree of autonomy, but under governance and with the support of an active Board, you will take the lead to manage and represent the Foundation. This position offers you the opportunity to establish and maintain diverse national and international contacts on many levels. The financial compensation and benefits package offered for this role will be commensurate with experience and industry norms.

Procedure for Applying

Qualified candidates should email a current resume together with a detailed cover letter in either English or Dutch indicating your interest and management and fundraising experience to the Chair of the Board of the Lutfia Rabbani Foundation at yonet@rabbanifoundation.org.

- Closing date for sending in the CVs: October 15th;
- First interview first half of November;
- Second interviews second half of November/early December.



www.rabbanifoundation.org

