

# **DIGITAL FRONTIERS ASSOCIATION ROLE JOB DESCRIPTIONS.**

**JULY 2023**

## **Association Chairperson;**

The Chairperson's role in an association is a crucial position responsible for leading the organization's board of directors and overseeing the organization's governance, strategy, and policies. The following are some of the essential criteria for this role:

1. Leadership skills: The Head of Chairperson should possess strong leadership skills to effectively lead the board of directors and collaborate with other departments in the organization.
2. Communication skills: Effective communication skills are critical for the Head of Chairperson to convey information to the board of directors, stakeholders, and members of the organization.
3. Strategic thinking: The Chairperson should be able to think strategically about the growth and development of the organization and develop effective plans to achieve its goals.
4. Interpersonal skills: Chairperson will be responsible for building and maintaining relationships with the board of directors and stakeholders, so they should have strong interpersonal skills.
5. Organizational skills: This role involves managing board meetings, agendas, and minutes, so the Chairperson should have excellent organizational skills.
6. Knowledge of governance: The Chairperson should have knowledge and experience in governance, including the legal and regulatory requirements for non-profit organizations.
7. Understanding of the organization's mission and values: The Head of Chairperson should have a deep understanding of the organization's mission, values, and objectives to ensure that board activities align with these goals.
8. Conflict resolution skills: The Chairperson should have strong conflict resolution skills to manage any conflicts that arise among board members and between the board and the organization's stakeholders.
9. Decision-making skills: The Chairperson should have strong decision-making skills to make informed decisions that align with the organization's mission and values.
10. Continuous learning: The Chairperson should be open to learning and adapting to changes in the association landscape, industry best practices, and new technologies that can enhance the organization's effectiveness

## **The Head of Strategy and Partnership**

The Head of Strategy and Partnership's role in an organization is a critical position responsible for developing and implementing the organization's overall strategic direction and partnerships with other organizations or stakeholders. The following are some of the essential criteria for this role:

1. Strategic thinking: The Head of Strategy and Partnerships should possess strong strategic thinking skills to develop and execute the organization's strategic direction.
2. Business acumen: The Head of Strategy and Partnerships should have a solid understanding of business principles, including financial management, operations, and marketing.
3. Analytical skills: The Head of Strategy and Partnerships should be able to analyze complex data and information to identify trends, opportunities, and potential risks.
4. Partnership development: The Head of Strategy and Partnerships should have experience developing and maintaining relationships with stakeholders, including other organizations, businesses, and government agencies.
5. Communication skills: Effective communication skills are critical for the Head of Strategy and Partnerships to convey the organization's strategic direction and partnership objectives to internal and external stakeholders.
6. Project management skills: The Head of Strategy and Partnerships should have experience in project management and be able to oversee projects that support the organization's strategic objectives.
7. Innovation: The Head of Strategy and Partnerships should be innovative and open to new ideas that can enhance the organization's strategic direction and partnerships.
8. Cultural awareness: The Head of Strategy and Partnerships should have a strong understanding of cultural differences and be able to navigate diverse business environments.
9. Change management: The Head of Strategy and Partnerships should have experience in managing change initiatives, including implementing new strategies or partnerships.
10. Continuous learning: The Head of Strategy and Partnerships should be open to learning and adapting to changes in the organization landscape, industry best practices, and new technologies that can enhance the organization's effectiveness

### **The Head of Gender and Financial Literacy**

The Head of Gender and Financial Literacy role in an association may vary depending on the specific needs and goals of the organization, but here are some possible qualifications and skills that may be required:

1. Knowledge and experience in gender issues: The Head of Gender and Financial Literacy should have a deep understanding of gender issues and their implications for financial literacy. This may include knowledge of gender-based violence, discrimination, and social norms that affect financial decision-making.
2. Financial literacy expertise: The Head of Gender and Financial Literacy should also have a strong background in financial literacy, including knowledge of financial concepts, tools, and strategies. This may include experience in financial coaching, budgeting, and investment management.

3. Leadership and management skills: The Head of Gender and Financial Literacy will need to have strong leadership and management skills to oversee a team of staff and volunteers. This may include skills in project management, strategic planning, and team building.
4. Communication skills: The Head of Gender and Financial Literacy should be an effective communicator, both verbally and in writing. This may include the ability to present complex financial concepts in a clear and concise manner, as well as the ability to engage and inspire audiences.
5. Networking and collaboration: The Head of Gender and Financial Literacy should have strong networking and collaboration skills, including the ability to build partnerships with other organizations and stakeholders. This may include the ability to work with government agencies, NGOs, and financial institutions to advance the goals of the organization.
6. Commitment to gender equality: The Head of Gender and Financial Literacy should have a strong commitment to gender equality and social justice. This may include a track record of working on gender-related issues, as well as a deep understanding of the intersectionality of gender with other social identities, such as race, class, and sexuality.

### **The Head of Finance Role.**

The Head of Finance role in an organization is a critical position responsible for managing the financial operations and performance of the association. The following are some of the essential criteria for this role:

1. Financial expertise: The Head of Finance should have a deep understanding of accounting principles, financial management, and reporting.
2. Leadership skills: The Head of Finance should possess strong leadership skills to manage the finance team and collaborate with other departments in the association.
3. Communication skills: Effective communication skills are critical for the Head of Finance to convey financial information and recommendations to the board of directors, stakeholders, and other members of the organization.
4. Strategic thinking: The Head of Finance should be able to think strategically about the organization's financial goals and develop effective plans to achieve them.
5. Analytical skills: The Head of Finance should have strong analytical skills to analyze financial data and identify trends, opportunities, and potential risks.
6. Organizational skills: This role involves managing financial operations, including budgeting, forecasting, financial reporting, and compliance, so the Head of Finance should have excellent organizational skills.
7. Risk management: The Head of Finance should be able to identify and manage financial risks to protect the organization's assets and ensure compliance with regulations and laws.

8. Technology proficiency: The Head of Finance should have experience with financial management software and tools, such as accounting software, enterprise resource planning (ERP) systems, and data analysis tools.

9. Knowledge of legal and regulatory requirements: The Head of Finance should have knowledge and experience in complying with legal and regulatory requirements for financial reporting, tax compliance, and other financial operations.

10. Continuous learning: The Head of Finance should be open to learning and adapting to changes in the financial landscape, industry best practices, and new technologies that can enhance the organization's financial operations and performance.

### **Head of Membership**

The Head of Membership role in an association is a crucial position responsible for managing the membership base of the organization. The following are some of the essential criteria for this role:

1. Leadership skills: The Head of Membership should possess strong leadership skills to effectively manage the membership team and collaborate with other departments in the organization.

2. Communication skills: Effective communication skills are critical for the Head of Membership to convey membership-related information and benefits to potential and existing members.

3. Organizational skills: This role involves managing a large number of members and keeping track of membership details, renewals, and engagement activities. Therefore, the Head of Membership should have excellent organizational skills.

4. Interpersonal skills: The Head of Membership will be responsible for building and maintaining relationships with members, so they should have strong interpersonal skills.

5. Strategic thinking: The Head of Membership should be able to think strategically about the growth and development of the membership base and develop effective plans to achieve the organization's membership goals.

6. Knowledge of membership management tools: The Head of Membership should have experience with membership management software and tools, such as databases, CRM systems, and email marketing platforms.

7. Understanding of the organization's mission and values: The Head of Membership should have a deep understanding of the organization's mission, values, and objectives to ensure that membership activities align with these goals.

8. Customer service orientation: The Head of Membership should be customer-centric, ensuring that members are satisfied with their membership experience and resolving any issues that arise promptly.

9. Analytical skills: The Head of Membership should be able to analyze membership data to identify trends, patterns, and opportunities for growth.

10. Continuous learning: The Head of Membership should be open to learning and adapting to changes in the membership landscape, industry best practices, and new technologies that can enhance membership experiences

## **REQUIREMENTS**

**Education:** Degree in relevant field.

**Experience:** 2 years and above

## **PLEASE NOTE:-**

- 1) These are all volunteer roles
- 2) Young people and women are encouraged to apply