



## **LEAD Monrovia Football Academy (LMFA) Executive Director**

**Location:** Careysburg, Liberia  
**Start Date:** August 1, 2024  
**Position:** Full-time (40 hours per week)  
**Working Hours:** Monday - Friday, 8:00 AM - 5:00 PM  
**Contract Length:** 1 year  
**Report to:** Board of Directors  
**Compensation:** Competitive

### **About LEAD Monrovia Football Academy**

LEAD Monrovia Football Academy (LEAD MFA) opened in 2015 as the first school in Liberia to combine high-quality education with professional football training. In the 2023-24 school year, we have 164 students, ages 10-20, in grades 4-12. Our students live at our campus in Careysburg. We provide them with high-quality academic classes, elite football training, healthcare, life skills lessons, pastoral care, and three nutritious meals per day. LEAD MFA is a member of LEAD Edu's network of leadership hubs.

### **Role Summary**

This is an exciting opportunity for an ethical, empathetic, and entrepreneurial leader to advance LEAD MFA's mission and expand its impact. The Executive Director is the principal officer of LEAD MFA. He or she will partner with the Board of Directors to set the strategic vision for the organization's short and long-term growth, while maintaining its high caliber programs and deep relationships within the broader Liberian community.

Reporting to and collaborating with LEAD MFA's Board of Directors, the Executive Director will set the strategic vision for LEAD MFA's short and long-term growth while maintaining its high caliber programs and deep relationships. The Executive Director will manage the following key responsibilities: 1) strategic thinking and vision setting, 2) organizational leadership, and 3) relationship building and fundraising.

### ***Strategic thinking and vision setting (30%)***

- Provide vision, direction, and oversight for LEAD MFA, setting the strategic vision and growth objectives
- Establish annual goals that are ambitious, realistic, and aligned with LEAD MFA's strategic vision
- Collaborate with the LEAD MFA Board to continuously improve strategy, fundraising, programs, and operations – create, ideate, innovate new concepts that allow the organization to strengthen and grow
- Partner with the Board Chair to enhance the efficacy of LEAD MFA's Board of Directors
- Manage a significant volume of work that ranges from strategic to tactical, shifting nimbly between high-level strategic priorities and immediate operational priorities

### ***Organizational leadership (30%)***

- Recruit, coach, develop, manage, and lead LEAD MFA's revised leadership team, including a Program Director and Operations Director
- Serve as the key decision maker to address and resolve high-priority issues and concerns related to staff, operations, programs, or finances
- Work with staff to build processes, systems, and protocols needed to ensure operational excellence and prepare for LEAD MFA's growth
- Develop and provide oversight on annual budgets and financial projects in partnership with the leadership team and the LEAD MFA Board.
- Ensure that the organization maintains compliance with all legal and financial requirements.



- Collect, organize, and communicate key information related to internal affairs and strategic partnerships to the Board of Directors on a quarterly basis.
- Provide executive-level oversight to ensure results across key aspects of LEAD's multi-faceted programming and operations functions
- Meet regularly with LEAD Edu to ensure compliance with LEAD Edu's operational grant requirements
- Set the tone by working professionally, communicating effectively, dressing appropriately, and maintaining a high-performance, low-stress work environment.

#### ***Relationship building and fundraising (40%)***

- Lead the development of a multi-year fundraising strategy and pipeline to ensure LEAD MFA's long-term financial sustainability in collaboration with the LEAD MFA Board and LEAD Edu's Development and Partnerships Manager
- Independently and proactively cultivate and secure external relationships with existing and potential donor and programmatic partners
- Serve as a key external voice and representative for LEAD MFA be an ambassador and advocate with all stakeholders
- Travel regularly to meet with stakeholders and participate in events
- Nurture relationships within LEAD's community (e.g., staff, board members, grantees, partners, etc.) to foster programmatic excellence and overall development of the LEAD community

#### **Qualifications:**

The ideal candidate will possess the following traits:

- Bachelor's Degree (preferably a Master's Degree) in Business Administration, Nonprofit Management, or Educational Leadership another relevant field;
- 5-7+ years of experience with increasing levels of responsibility leading a diverse cross-section of organizational functions, including strategic and operational planning, budgeting, fundraising, building effective teams, and ensuring financial management and legal compliance;
- Preferred: 5-7+ years of experience in the field of nonprofits, education, youth development, sports for development, or leadership development
- Strong relationship-building skills, with a track record of establishing buy-in across stakeholders and influencing diverse groups of individuals and networks to achieve outcomes;
- Exceptional communication and storytelling skills, both written and verbal; comfort engaging with the media;
- Ability to coach and manage others through change; confidence leading staff one-on-ones, planning meetings, quarterly check-ins, and having difficult conversations when necessary – strive to promote a positive and supportive team culture;
- Emphasize the importance of cultivating an inclusive, warm, and loving community;
- Ability to balance competing priorities with long-term strategic goals and immediate organizational needs;
- Discipline, energy, and capacity to execute ambitious plans with limited resources;
- Exceptional strategic thinking and problem-solving skills;
- Ability to manage a significant volume of work that ranges from strategic to tactical, shifting nimbly between high-level strategic priorities and immediate operational priorities;
- Commitment to LEAD's mission to build a generation of ethical, empathetic, and entrepreneurial leaders, with a passion for leadership, education, and sports.

To apply for this role, please submit: 1) a CV / resume and 2) a statement of interest (250-300 words) explaining why you are a good fit for this position. All applications should be submitted to [hiring@monroviafa.com](mailto: hiring@monroviafa.com) by May 31, 2024.