



DENIS & LENORA  
FORETIA *foundation*

## Chief Executive Officer

Leadership Profile

April 2024

The Search Committee

[CEOSearch@foretiafoundation.org](mailto:CEOSearch@foretiafoundation.org)

*Version française ci-dessous*

**The Denis & Lenora Foretia Foundation** is a non-profit organization based in Cameroon. Its mission is to accelerate Africa's economic transformation by focusing on social entrepreneurship, science and technology, innovation, public health, and progressive policies that create economic opportunities for all. The Foundation works in partnership

with local governments, policymakers, private enterprises, civil society organizations, and development partners to provide in-depth, insightful, and innovative policy prescriptions on developmental issues, support business enterprises, and improve healthcare delivery within the region.

The Foundation is seeking a dynamic, strategic, innovative, and passionate Chief Executive Officer (CEO) to lead the organization through its next phase of growth and impact. This position reports to the Board of Trustees and requires full-time on-site work at the Foundation's headquarters in Yaoundé, Cameroon.

### **The CEO Job Summary**

The CEO, in collaboration with the Board, leads the growth and development of the Foundation, ensuring it is capable of delivering on its long-term vision. Responsible for both internal operations and external relationships, this role involves articulating the Foundation's mission to stakeholders, securing funding, and ensuring programmatic and fiscal integrity.

The CEO engages with the Board and executive team to assess organizational priorities, develop strategic implementation plans, and ensure successful execution. Leading the executive team, the CEO fosters a culture of growth and quality while ensuring compliance with ethical standards and legal requirements. Additionally, the CEO manages the budget, cultivates external relationships for funding, and oversees grant-writing efforts to sustain and expand the Foundation's initiatives. This role is instrumental in driving the Foundation's success and maintaining its commitment to excellence and impact.

### **Key Responsibilities**

#### **Leadership and Team Development**

- Lead, mentor, and develop a high-performing executive team, fostering a culture of excellence, collaboration, and continuous improvement.
- Recruit, nurture, train, and manage the effectiveness of a highly qualified and motivated executive management team.
- Build and maintain a climate that attracts, retains, and motivates a diverse team through effective performance evaluations, delegation of specific responsibilities with appropriate authority, clear accountability, and open communications.
- Build and maintain a team members training and professional development system that enhances organizational performance.
- Ensure departmental plans, goals, and objectives are prepared, executed, and evaluated promptly.
- Implement departmental succession planning through the ongoing training and development of leadership team members.

- Conduct annual meetings to assess the development of the leadership team.

**Board Engagement and Strategy**

- Collaborate with the Board to create, refine, and implement the Foundation's long-term strategic plan while ensuring that the budget, staff, and priorities are aligned with the Foundation's core mission.
- Maintain a written Strategic Plan that is periodically updated and documented and reflects the Foundation's goals, ensuring continued growth and inclusive excellence.
- Develop a strong and transparent working relationship with the Board to ensure open communication and evaluation of financial, programmatic, and impact performance against stated milestones and goals.
- Report the progress and achievements towards stated milestones and goals to the Board on an annual and quarterly basis.

**Programmatic Development and Management**

- Provide leadership in developing new programs and restructuring existing portfolios.
- Maintain the core values of the Foundation by ensuring the timely delivery of high-quality programs and services while managing for current and future growth.
- Oversee an effective advocacy strategy to improve and maintain support.
- Establish and maintain positive relationships with partner organizations, local governments, regulatory agencies, civil society organizations, and development partners.

**Fundraising and Partnership Development**

- Develop and spearhead fundraising initiatives to secure and grow the Foundation's financial assets to support its strategic vision.
- Build upon existing donor relationships and identify, cultivate, and solicit prospective donors at both individual and institutional levels.
- Strategically collaborate with other organizations and groups to build partnerships and enhance fundraising activities.
- Assure outstanding service, stewardship, and responsiveness to donors, ensuring donors receive meaningful and timely reports on the investment and grantmaking activities related to their funds.

**Financial Controls**

- Oversee the Foundation's annual budgeting process and monthly financial tracking, ensuring that the Foundation operates within those budgetary guidelines.
- Ensure the Foundation's financial management system meets national and international principles and guidelines, and it has sufficient internal controls.

- Ensure that the flow of funds permits the Foundation to make continuous progress toward achieving its mission and that those funds are allocated appropriately to reflect present needs and future potential.

**Public Relations**

- Be the primary external face of the Foundation, effectively representing its work, values, and impact in public engagement.
- Ensure the Foundation and its mission, programs, and services are consistently presented to all relevant stakeholders in a strong, positive image.
- Oversee the assurance of positive public opinion regarding the Foundation's work and maintain responsible communication strategies.
- Appropriately represent the Foundation both internally and externally.

**Experience and Qualifications**

While no one person will embody all desired characteristics, the successful candidate will bring many of the following qualifications and attributes:

- A minimum of a master's degree or equivalent combination of training and experience
- Significant expertise and experience in policy development and practice. Expertise in organizational development, strategic planning, and management.
- Bilingual proficiency in English and French.
- A creative thinker able to set the strategic vision for an organization that involves many fields.
- A tested leader, communicator, and fundraiser.
- Ability to provide decisive leadership while receiving insight and advice from diverse stakeholders.
- Capacity to advocate for Foundation and promote its mission and objectives to various constituencies.
- Experience and an understanding of the responsibility of institutional fundraising and grantsmanship, along with a creative understanding of how to access and use various funding sources.
- Financial acumen and evidence of fiscal leadership in setting budgets and priorities as well as assessing organizational risk.
- Management skills to inspire and motivate team members, instill trust, and lead change.
- The ability to grasp the meaning of and communicate research findings to diverse audiences.

**Timeline**

The timeline for this position has been outlined as follows:

- Deadline for receipt of complete application: May 17, 2024.

- Paper presentation of qualified candidates to Search Committee: May 24, 2024.
- Round One interview dates (online): May 29, 30, or 31, 2024.
- Round Two interview date for finalists (in-person, Yaoundé): June 10 - 14, 2024.

Selected candidates should plan to hold the above dates in the event they are invited by the committee to participate in the interview process.

### **How to Apply**

All applications must be submitted [ONLINE](#) using the [Application Portal](#). To complete an application, candidates will need:

- A one-page cover letter (letter of interest) indicating why they are the best fit for the position (in PDF).
- A curriculum vitae/Resume (in PDF).
- A professional photo.

The deadline for applications is May 17, 2024, at 23:59 (Cameroon time).

All inquiries regarding this position should be directed to:

Mr Sperry Atam

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