

VACANCY ANNOUNCEMENT

Position : Executive Director(ED)

Duty Station : Ruiru, Kenya, with frequent field travels to the rest of the counties and beyond.

Employment Type : Full-time

Reports to : Executive Management Board (EMB)

RODI Kenya is a non-governmental organisation, registered in 1999 with a vision of a sustained food sovereign, healthy and socially just society. RODI is currently implementing projects within sixteen counties in Kenya, and the headquarters is domiciled in Ruiru. RODI works in collaboration with prisons, schools, local communities, government agencies, development partners, and stakeholders to create lasting and sustainable impact on society (refer to <https://rodikenya.org/> for more details). To strengthen its leadership and strategic direction, RODI seeks to recruit a highly competent, visionary, and results-oriented professional for the position of Executive Director (ED).

Position Summary

The Executive Director (ED) will provide strategic leadership and overall management of RODI Kenya. The ED will be responsible for advancing RODI's vision, strengthening institutional systems and structures, mobilising resources, ensuring program effectiveness, managing partnerships, managing human resources and overseeing financial and operational sustainability.

Key Responsibilities

1. Strategic leadership & governance: Provide visionary leadership and strategic direction to advance RODI Kenya's mission, ensure effective implementation of the strategic plan, and promote strong governance, accountability, and institutional growth. Advise and support the Executive Management Board in policy and strategic decision-making.
2. Programme development & management: Provide oversight for the design, implementation, monitoring, and evaluation of programs to ensure quality delivery, measurable impact, compliance with donor requirements, and alignment with community needs and RODI Kenya priorities.
3. Strategic Resource Mobilisation & Sustainability: Lead resource mobilisation, donor engagement, partnership development, and proposal generation to secure a sustainable financial resource base. Strengthen institutional sustainability through diversified funding, strategic collaborations, and partnerships.
4. Financial & operational management: Ensure sound financial stewardship, prudent resource utilisation, operational efficiency, and compliance with financial policies, donor regulations, and statutory requirements.
5. Human Resource supervision & capacity enhancement. Lead, supervise, and mentor staff while fostering a high-performance, inclusive, and accountable culture.
6. Policy Influence and Advocacy: Represent RODI Kenya in strategic forums and strengthen relationships with government institutions, donors, partners, and communities.
7. Risk Management & Compliance: Ensure effective risk management systems, legal and regulatory compliance, safeguarding, internal controls, and organisational integrity to protect institutional reputation and assets.
8. Board Relations & Governance: Serve as the principal link between Management and the Board by providing timely reports, implementing Executive Board resolutions, and supporting effective governance and informed decision-making

Qualifications and Experience

The ideal candidate should possess:

- Master's Degree in Development Studies, Project Management, Social Sciences, Business Administration, Public Administration, Strategic Management, or a closely related field.
- Professional certifications in Project Management (e.g., PMP, Prince2) or Strategic Leadership will be a distinct advantage.

Experience & Track Record

- Minimum 15 years in the development sector, with at least 6 years in senior executive leadership (e.g., Executive Director, Country Director) within an NGO.
- Proven experience working with and reporting directly to a Board of Directors.
- Proven experience leading programmes at the intersection of agroecology, public health, social justice, and restorative justice frameworks.
- Track record of integrating Gender Equality and Social Inclusion (GESI) principles into organizational policies, agricultural/justice programming, and community interventions.
- Demonstrated success in proposal writing and securing multi-year funding from major institutional donors (e.g., USAID, EU, UN agencies).
- Extensive experience managing complex, donor-funded institutional portfolios exceeding KES 50 Million annually.
- Deep knowledge of project lifecycle management and Kenya's regulatory frameworks (PBO Act, KRA compliance, labor laws).

Competencies & Skills

- Ability to co-create vision with the Board, manage multiple priorities under pressure, and drive organisational strategies with minimal supervision.
- Excellent HR and interpersonal skills to mentor, lead, and build a high-performance culture across diverse teams.
- Exceptional networking and communication skills to manage complex multi-stakeholder partnerships and drive policy advocacy with government agencies, private sector players, and civil society coalitions.
- High integrity, transparency, and unquestionable professional accountability.

Application Requirements and Submission Guidelines

Interested and qualified candidates are required to submit a comprehensive application

package comprising the following:

- A formal cover letter of application detailing your suitability for the role.
- A detailed, updated CV outlining your professional timeline and achievements.
- Full names and contact details of three (3) professional referees who can verify your past and present employment.
- Copies of all relevant academic transcripts, professional certificates, testimonials, certificate of good conduct and proof of active membership/admission to a professional body (where applicable).
- A concise, one (1) page resource mobilization capability statement detailing your specific competence, track record, and success in securing institutional funding.
- A portfolio of one (1) writing sample demonstrating your communication and policy influence capacity. Acceptable samples include advocacy submissions, position papers, newspaper/media articles, scholarly writings, or other published works.

Applications should be sent to recruitment@rodkenya.org by 12 th June 2026. The applications to be addressed to the Executive Management Board Chair.

RODI Kenya is an equal opportunity employer. Women, youth, and persons with disabilities are strongly encouraged to apply. Only shortlisted candidates will be contacted.