

Job Summary

Batwa Development Program

Executive Director

The **Executive Director (ED)** of the **Batwa Development Program (BDP)** provides inspired, mission-rooted leadership to guide the BDP in its mission to assist the Batwa people as they emerge from poverty and achieve an improved and sustainable quality of life. As the moral, spiritual, and organizational leader of BDP, the ED oversees all programs, staff, finances, partnerships, and community engagements. The ED serves as the primary liaison to the Kellermann Foundation, maintains close relationships with the Bishop of the Diocese of Kinkiizi, and represents the BDP to all stakeholders in a manner consistent with its mission. The role requires cultural sensitivity, dedication to the Christian faith, strong organizational leadership, and a commitment to empowering Batwa communities across all areas of development, including education, spiritual growth, livelihoods, health, and civic engagement.

Job Description

1. Leadership & Strategic Direction

- Provide inspired leadership rooted in the mission, vision, and values of the BDP, ensuring that all programs and staff uphold the organization's purpose.
- Serve as the moral and spiritual leader of the organization, modelling integrity, compassion, and service.
- Consult frequently with the Executive Director of the Kellermann Foundation, offering regular written progress reports, financial updates, and open communication regarding significant issues or developments.
- Communicate and consult regularly with the Bishop of the Diocese of Kinkiizi to maintain strong mission alignment and accountability.
- Build and implement strategies that strengthen and empower Batwa leaders, encouraging their increasing ownership of BDP's programs and future.
- Prepare, regularly review, and effectively implement BDP's strategic plan.

2. Program Oversight & Community Engagement

- Oversee the design, implementation, and evaluation of all BDP programs in education, land access, water and food security, spiritual development, civic education, and community development.
- Build strong relationships with the Batwa community; regularly visit Batwa settlements, BDP schools, and all outreach programs to stay informed about needs, progress, and challenges.

- Introduce and adapt new programs suited to Batwa culture, especially in areas of spiritual development, trauma healing, and alcohol recovery.
- Coordinate with other programs connected to the Kellermann Foundation, such as Bwindi Community Hospital, especially on shared concerns such as alcoholism and family health.
- Advocate for Batwa rights and inclusion through consistent engagement with government, church, local councils, UWA rangers, police, land office personnel, and diocesan authorities.

3. Staff Management & Organizational Culture

- Supervise, mentor, and evaluate all BDP employees, fostering a culture of professionalism, teamwork, and commitment to the mission.
- Build the capacity of staff, especially young professionals, supporting ongoing professional development and setting clear performance expectations.
- Ensure strong internal communication, collaboration, safeguarding practices, and adherence to organizational policies.

4. Financial Management

- Responsibly oversee all financial affairs of the organization.
- Ensure effective budgeting, financial planning, responsible expenditure, and transparent financial management.
- Prepare and submit accurate financial reports to the Kellermann Foundation and other stakeholders.
- Ensure compliance with BDP and KF financial policies and donor requirements.

5. Governance Roles

The ED shall faithfully serve in the following official capacities:

- Chair of the BDP management committee
- Secretary to the BDP Board of Trustees
- BDP accounting officer
- Main signatory on all BDP bank accounts

6. Donor Relations & Fundraising

- Prepare high-quality written reports for the Kellermann Foundation and contribute to donor communications.
- Lead or support the preparation of grant proposals, concept notes, and strategic funding opportunities.
- Promote and oversee effective local fundraising efforts within the Bwindi region.
- Ensure donor confidence through transparency, reliability, and consistent and timely reporting on program impact.

7. Networking & Advocacy

- Represent BDP at meetings, conferences, government engagements, inter-agency collaborations, and church forums.
- Build and maintain productive relationships with government bodies, diocesan leadership, police, commissioners, pastors, archdeacons, UWA community rangers, hospital leadership, and other key partners.
- Advocate for the rights, dignity and empowerment of the Batwa at local and provincial levels.

8. Organizational Compliance & Accountability

- Ensure that all BDP operations comply with Ugandan laws, donor regulations, safeguarding standards, and Kellermann Foundation policies.
- Maintain organizational transparency and accountability across all activities, finances, and partnerships.
- Safeguard the dignity and welfare of Batwa beneficiaries.