



ROLE DESCRIPTION			
Basic Data			
Unit	Operations (Areas and Program)		
Title	Operations Manager/Deputy Executive Director		
Level	Level 7 – Senior Manager		
Nature of Employment	Regular		
<p>Role Summary:</p> <p>The Operations Manager/ Deputy Executive Director provides leadership to the Operations unit and supports the Executive Director in the various affairs of the Foundation.</p> <p>The Operations Manager/ Deputy ED is responsible for ensuring that strategic plan is translated into annual plans, targets and budget. He/she ensures that programs are implemented efficiently and effectively to achieve short-term and long-term objectives. Based on the approved strategy, the target outcome is to have capacitated social enterprises and other development organizations functioning in a collaborative manner to address the survival, economic and resilience needs of partner communities.</p> <p>The Operations Manager/Deputy Executive Director networks and develops strategic collaborations with relevant partners.</p>			
<p>Organizational Relationship:</p> <p>Internal:</p> <ul style="list-style-type: none"> 1.1. Reporting to : Executive Director 1.2. Supervising : Area Managers, Senior Program Officer, Area Officers, Senior Credit Specialist, Operations Assistant 1.3. Coordinating with : Programs Committee, KM Committee, Audit Committee Management Committee, KM Unit, Other Units <p>External:</p> <ul style="list-style-type: none"> 1.1. Partners and donors 1.2. LGUs and other government agencies 1.3. Private/ business sector 			
Duties and Responsibilities			
		Responsibility	
		Fully	Partially
		Supportive	
1.	Oversee the development and implementation of appropriate systems (including monitoring and evaluation system), processes and procedures to efficiently and effectively implement programs in the identified impact areas.	✓	
2.	Review and endorse short-term and long-term plans and budget for areas and programs. Conduct periodic review and ensure that areas for improvement are addressed.	✓	

3. Report to the Executive Director, Program Committee, KM Committee and Audit Committee - the unit's accomplishments/ performance. Draw lessons, insights and reflections based on the experience of portfolio management and program implementation. Apply learnings to improve systems, processes and strategies.	✓		
4. Ensure that Operations staff have the right competency and values, are properly motivated and perform at optimum level. Ensure that staff subscribe and adopt to the multidisciplinary and team approach in the course of performing their functions. Provide guidance and advice to staff needed to resolve implementation issues and problems.	✓		
5. Maintain an effective working relationship with other unit managers to ensure that there is proper coordination and collaboration of initiatives and activities.	✓		
6. Identify and create strategic institutional partnerships with government agencies, funders, academe, and business experts - international, national and local levels. Leverage financial and non-financial resources. Create strategies that will allow for proactive exchange of knowledge between the Foundation, partners and other external stakeholders.	✓		
7. Lead in the review of the performance of the loan portfolio. Ensure that an acceptable credit quality of the portfolio is maintained.	✓		
8. Lead initiatives and transform them into workable programs. Oversee the development of successful models for adoption/ replication/ expansion.	✓		
9. Ensure that programs are monitored, evaluated and experiences are processed into knowledge assets to further improve development outcomes.	✓		
10. Assist the Executive Director in strategy reviews and evaluation. Help in formulating directions and in identifying appropriate programs and strategies.			✓

Competencies	
<u>Non-Technical</u> <ul style="list-style-type: none"> ● Coaching/Team development and management ● Innovation/Continuous learning and empowerment ● Interpersonal sensitivity ● Impact and influence ● Political sensitivity ● Problem solving and decision making ● Strategic leadership ● Systems thinking ● Team and technical agility (See details in the attachment) 	<u>Technical</u> <ul style="list-style-type: none"> ● Execution capability ● Monitoring and evaluation ● Collaborative partnerships/Resource leveraging ● Lean management ● Board committee management and governance ● Knowledge management ● Risk management (See details in the attachment)

Education and Experience
<ul style="list-style-type: none"> ● Education – Bachelor of Science/Arts, Master's degree in related field ● Experience – 10 years work experience in operations management; significant experience in partnerships and collaborations with LGUs, working with Board and Board Committees; leadership experience; handling multidisciplinary team