

JOB DESCRIPTION: Country Director

PART A: General Information

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| Position title: | Country Director |
| Place: | Phnom Penh, Cambodia |
| Responsible to: | Executive Director |
| Assisted by: | Head of Creative Programs, Head of Experience CLA, Head of Finance |

PART B: About Cambodian Living Arts (CLA)

We believe arts are at the heart of a vital society. We envision the arts and cultural expression as essential to a thriving future for Cambodia.

Cambodian Living Arts' mission is to be a catalyst in a vibrant arts sector, inspiring new generations

Our strategic goals for the period 2017-2021 are to:

- Enable artists and cultural leaders by providing training, funding and resources
- Integrate arts and culture into the life experiences of young people
- Expand audiences and markets for Cambodian performing arts
- Facilitate beneficial connections and collaboration between arts communities in Cambodia and Asia

Our ongoing aims are to:

- Lead major artistic initiatives that support the development of the Cambodian arts sector
- Facilitate international and regional exchange and promotion
- Support the continuity of Cambodia's artistic heritage

We run four main programs: Arts Development, Culture & Arts Education, CLA Enterprise and Knowledge, Networks & Policy.

PART C: Position overview

CLA provides programs, resources and services to support the development of the arts sector in Cambodia. This ranges from commissioning and producing artistic projects, to training and funding programs. We are two-thirds of the way through implementing our current 5-year plan, with a strong program management team in place. The Country Director's role is to oversee implementation of the existing strategic plan, while building capacity to strengthen the organization as we prepare to develop our next 5-year plan. The Country Director will have an active leadership role in the next plan's development and implementation.

CLA's head office is in Phnom Penh, with two smaller project offices on location in the city and a satellite center in Siem Reap. The Country Director will be based in the head office, but oversee the whole CLA organisation. The CLA staff is approximately 40 people, and the current annual budget is approximately \$1.5 million USD.

The Country Director will oversee all CLA's work, with a particular focus on operational

management, development and project management. The Country Director will be one of the public spokespeople for CLA and the role will require network and partnership building for CLA, including involvement in fundraising.

We have an active earned income program, the Manager of which will report directly to the Country Director, so the ideal candidate will have some commercial experience.

CLA has affiliate organisations running programs regionally and internationally, which will not be under the direct supervision of the Country Director but may require occasional input or collaboration.

PART D: Responsibilities

Leadership. The Country Director will provide the management and staff of CLA with inspiration and leadership, serving as a chief spokesperson for the organization's vision, mission and strategic development. The Country Director will execute, within the strategic framework, action plans adopted by the Executive Leadership team and Board, and regularly report on their progress.

Policy and Planning. The Country Director will develop policies and guidelines for consideration by the Executive Leadership team; work with the staff to carry out CLA's mission and vision, and implement its strategic plan; and provide administrative support for relevant policymaking activities.

The Country Director will also be responsible for the development, implementation, and accomplishment of the annual work plan of the organization.

Budget and finances. The Country Director will be responsible for proposing the CLA annual budget, to be approved by Executive Leadership Team and Board. S/he will provide clear and strong leadership of overall financial management for CLA, assuring good planning and reporting, and sound fiscal management. The Country Director will work closely with the Finance Department, and ensure compliance with relevant tax and reporting obligations applicable to CLA. The Country Director will also liaise with the Finance Committee of the Board, in partnership with CLA's Head of Finance and Living Arts International's Managing Director.

CLA Board. Board Meetings: The Country Director will provide appropriate information and meeting materials, and participate actively in Board meetings as needed.

Committees: The Country Director will attend relevant committee meetings.

Board Recruitment: The Country Director will work with the Executive Leadership Team to build a new Advisory Board for CLA, helping to identify, cultivate, and recruit new Board members.

Organizational Structures and Policies. The Country Director will be responsible for administration of overall operations of CLA, including; reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; and allocating resources for greater program effectiveness and efficiency. The Country Director will also develop organizational and administrative policies and for consideration by Executive Leadership.

Human Resource Management. The position will be responsible for overseeing the work of all CLA staff; ensuring that CLA's HR policies and procedures (e.g. performance reviews, training and development etc) are followed and oversee salary decisions. Persons

reporting directly to the Country Director will include the Head of Creative Programs, Head of Experience CLA, and Head of Finance. The Country Director will be responsible for assessing strengths and capabilities of those persons under his/her direct supervision, implement clear development plans to improve staff capacity and leadership skills, and where development gaps exist, provide appropriate coaching and guidance.

Fundraising and public relations. The Country Director will make an active contribution to CLA's fundraising efforts, in partnership with the Executive Director and Institutional Advancement team. The Country Director will serve as an official spokesperson for the organization and support / supervise public relations efforts of CLA (including production of events and communications materials).

Business Operations and Earned Income. The Country Director will oversee the earned income operations of CLA, ensuring that the existing business plan is delivered, and recommending improvements and new ideas to grown earned income through products and services aligned to CLA's mission.

Program Planning and Evaluation. CLA's programs grow out of its commitment to achieving its mission through four key programs: arts development, education, cultural enterprise and knowledge, networks & policy development. The Country Director will be responsible for seeing that appropriate programs are in place to support these areas and that evaluation and strategic planning systems assure strong planning and outcomes.

Alliances and Networking. The Country Director will initiate and sustain strong alliances and relationships within the arts community nationwide (both the public and NGO sector), with the government (including the Ministry of Culture and Fine Arts, the Ministry of Tourism), and with the business and NGO communities, building on CLA's history of good networking.

PART E: Required skills and experience

Essential

- At least 5 years senior management experience
- Significant experience of managing organisational budgets and finance
- Experience of annual and long-range program planning
- Excellent communicator and problem solver
- Experience working effectively with multiple stakeholders (government, board, community, other arts organizations, donors, etc.)
- Adept at managing multiple short-term and long range projects and programs simultaneously
- Independent, organised and flexible
- Excellent written and spoken English
- Interest in culture and arts

Desirable

- Expertise and experience in culture and arts
- Knowledge of the Cambodian arts sector
- Communications and marketing expertise
- Fundraising experience
- Khmer language ability

PART F: Salary and benefits

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| Starting salary: | \$2,500 - \$3,500 USD per month (net) |
| Salary review: | Annually in October |
| Probation period: | 3 months |
| Leave entitlement: | 18 days per annum |

PART G: Application instructions

Please email frances@cambodianlivingarts.org with a CV and a cover letter (max 2 pages) detailing your interest and fit with the position.

Recruitment is ongoing until the position is filled. Interviews will be conducted on a rolling basis