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POSITION: Managing Director  
TERM: Minimum 1 year commitment  
LOCATION: Kigali, Rwanda

### **ABOUT THE ORGANIZATION**

Inkomoko Entrepreneur Development is a full-service business development firm focused on growing small to medium enterprises. Our services help our clients develop and improve their capacity. Inkomoko identifies 100 Rwandan entrepreneurs each year, and provides them with business education, mentorship, and strategy consulting, so that they can grow their businesses and create jobs for others.

Inkomoko is a member of the African Entrepreneur Collective (AEC), a US-based organization that creates jobs through the development of small and medium enterprises in Africa. Founded in 2012 by social entrepreneurs Julianne Oyler and Sara Leedom, AEC launched Inkomoko as its pilot site and is now expanding across the Continent.

### **THE OPPORTUNITY & RESPONSIBILITIES**

Inkomoko seeks a highly talented and passionate Managing Director to provide highest quality programming, work effectively with prominent partners and funders, and lead the organization's operations in our office in downtown Kigali. Reporting to the AEC Co-founder and Chief Operating Officer, the Managing Director will be responsible for the Inkomoko's successful operations and growth in Rwanda. Specific responsibilities include:

#### ***STRATEGY & MANAGEMENT (50% time)***

- Supervise and manage all Rwanda-based staff, currently including a talented team of 18 staff from across East Africa, ensuring their effective completion of projects, and helping them achieve their best professional selves
- Seek new opportunities to expand the Inkomoko brand, reputation, and services across the country
- Provide insightful and analytical management updates to AEC management, working as a partner and thought-leader in entrepreneurial innovation
- Lead annual in-country planning processes and staff goal setting, in alignment with larger AEC strategic vision
- Be a leader among leaders in maintaining the organizational culture, professionalism, and highest quality management standards
- Lead all All-Staff meetings, Senior Management team meetings, and participate in Executive Team meetings
- Ensure adherence will all relevant local laws and regulations
- Work closely with AEC Rwanda Trustee Ltd to ensure portfolio performance of the financing fund.
- Provide leadership in the local entrepreneurial ecosystem.
- Work with future AEC sites to best replicate AEC programming.

**FINANCIAL MANAGEMENT & REVENUE GENERATION (25% time)**

- Manage the Inkomoko annual budget, taxes, supervising processes for accounting
- Supervise the Operations & Admin Director and accounting staff, including management of monthly reconciliations
- Participate in annual audit process
- Actively solicit new contracts and fee for service engagements that fit our core skills, confirm scope of work, and allocate resources for effective project management.
- Work with AEC to cultivate and steward current and potential donors, including foundations, high net-worth individuals and banking partners.
- Serve as an in-country point-of-contact for institutional contracts, including billing, contract execution, etc
- Participate in the AEC Rwanda Trustee loan fund meetings as a strategic advisor and high-level partner in this earned revenue stream

**PARTNERSHIPS & ENGAGING EXTERNAL STAKEHOLDERS (10% time)**

- Develop and manage the Inkomoko advisory board of leaders from across Rwanda
- Represent Inkomoko at ministry meetings, conferences, and other public speaking engagements
- Develop and maintain relevant high-level partnerships and collaborations to build a pipeline of partners for recruitment, lending, and mentorship.
- Support to other AEC sister programs, including expansion programs to other African countries

**PROGRAMS OVERSIGHT (15% time)**

- Oversee company evaluations/metrics, and advise AEC Executive Director on strategic initiatives to fortify the programs' impact.
- Provide high-level support to the client services staff and serve as a point of contact for highest level Programs contracts
- Provide in-country support to Inkomoko's sister organization, African Innovation Prize
- Systems development for Inkomoko client services

**CANDIDATE QUALIFICATIONS**

We are looking for individuals who can bring lasting impact to our work, who are experts in the field of entrepreneurship development. She or he will understand the landscape of SME development in Rwanda and will have the network and skills to grow the organization. Successful candidates must navigate fast-paced and resource-constrained environments with enthusiasm, patience, and imagination. We prefer those individuals who have previously taken on significant leadership and management responsibilities.

**Basic qualifications include:**

- 10+ years experience in relevant or applicable field, with strong preference for individuals working in Africa with SMEs, entrepreneurship, investment
- Deep commitment to Inkomoko's strategies in support of AEC's mission, vision, and culture
- Self-starter, with proven ability to produce results within budget and time deadlines
- Proven track record of leadership, planning and management responsibilities
- Significant experience of staff supervision in a senior management role
- Fluent in written and spoken English, with strong preference for additional fluency in French and Kinyarwanda
- Unrelenting perseverance, personal integrity, and critical thinking skills
- Must have own computer and cell phone
- Advanced education qualifications required (MBA strongly preferred)

**Organizational Cultural qualifications include:**

- Must be able to communicate effectively locally and internationally
- Must be able to maintain local and international performance standards
- Must be able to effectively support the performance of each team member
- Must be able to inspire higher levels of efficiency and performance from each team member
- Must be collaborative and solicitous of others' opinions
- Must be able to be a leader in the local entrepreneurial community
- Must be kind, compassionate and empathetic
- Must be able to find freedom within a framework
- Must lead a team of exemplars to prove our theory of action
- Must be willing to put in the time it takes to do a good job
- Must be solutions oriented

**TO APPLY**

Send your resume/CV and cover letter with salary requirements to [recruitment@inkomoko.com](mailto:recruitment@inkomoko.com) by 1 November 2015. Please include “Managing Director” in the email subject line.

We anticipate the position will start in January 2016 in Kigali, Rwanda.