



Al Qasimi Foundation Position Overview: Deputy Director

ABOUT THE AL QASIMI FOUNDATION

The Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research was established in 2009 to support the social, cultural, and economic development of Ras Al Khaimah and the United Arab Emirates (UAE). The Al Qasimi Foundation seeks to support the public and private sectors by helping them ground policy decisions and programming evidence-based research that reflects the best thinking in the world as well as the local Ras Al Khaimah and UAE contexts. Our work over the past 10 years has focused on generating world-class research, developing local capacity, and engaging the local community. While we continue to have a strong focus on improving education, we have also expanded our priority areas to include health, community development, arts, and culture and we have extended our reach to target groups that are particularly disadvantaged such as those in the prison, low-income students and their families and those the remote areas of Ras Al Khaimah.

POSITION OVERVIEW & SCOPE

The Deputy Director, as a senior member of the Al Qasimi Foundation leadership team, partners with the Executive Director to shape and execute strategic initiatives that provide strategic direction and contribute to the organization's mission-led success.

The role is responsible for organizational, programmatic, community-focused strategic planning, program design and delivery, as well as driving research initiatives and collaborating with existing and new stakeholders to forge sustainable and impact-driven partnerships.

The Deputy Director will be the key external face of the Al Qasimi Foundation in the community, exhibiting exceptional communication and relationship-building skills, strong leadership capabilities and a commitment to making a positive impact.

Furthermore, the Deputy Director will work hand in hand with the Foundation's leadership team to develop programs and execute a strategy to map the Foundation's future growth and strategic response to the Foundation's growing demand for its services, while demonstrating the ability to identify opportunities and address challenges within the community and internally across cross-functional and multidisciplinary teams.

The Deputy Director works under the overall guidance and direct supervision of the Executive Director to ensure the Foundation's goals and objectives are met efficiently and effectively. This role involves a combination of strategic planning, project and research management, and team development.

RESPONSIBILITIES

- Strategy development and implementation (25%)
- Partnership development and management (25%)
- Project and program development, delivery, and evaluation (20%)
- Research Management (15%)
- Staff supervision and human resources (15%)

SKILLS & QUALIFICATIONS

- Minimum master's degree required, with a solid educational background in fields such as research, public policy, non-profit, business administration, or related disciplines.
- Minimum of 10 years of relevant work experience, including executive-level management, preferably within a philanthropic organization, non-profit, government agency, or educational institution.
- Advanced management skills, demonstrated through experience in team and project management to oversee day-to-day operations and ensure effective implementation of programs and projects.
- Advanced leadership skills, including the ability to assimilate a high volume of information across departments and provide leadership and support to senior staff.
- Advanced strategic planning skills, with a creative and strategic mindset to develop strategies and translate them into tactical action plans.
- Advanced research and analytical skills.
- Advanced writing, presentation, decision-making and problem-solving skills.
- Advanced communication and relationship management skills.
- Advance team management skills with the ability to work with a wide range of people representing various backgrounds, levels of training, and career stages.
- Advanced proficiency in English; proficiency in Arabic is preferred but not required.
- Experience working with a highly multicultural team and/or experience working abroad is preferred.

COMPENSATION

This position offers a generous remuneration package that includes health insurance, training and development opportunities, 30 working days of annual leave, and an annual plane ticket to the employee's country of origin.

TO APPLY

Candidates must complete the application form on the Foundation's career page: www.alqasimifoundation.com/career. Application requirements such as a resume, cover letter, English writing sample, and three references (with contact details) should be attached to the application. **Incomplete materials will not be considered.**

Applications will be accepted and reviewed on a rolling basis until May 15, 2024.