



## Elephant Energy Country Director

### Organizational Summary.

Elephant Energy is a Namibia-based non-profit organization that has worked since 2008 to distribute small-scale solar lights and cell phone charging devices and other renewable energy products. Our goal is to increase access to safe, affordable, clean and renewable energy for individuals and families living without access to electricity in Namibia. To do this, we engage local businesses and entrepreneurs to supply affordable and practical energy technologies to their local communities. We have global operations in Namibia, Africa, and on the Navajo Nation in the United States, under the name Eagle Energy. Visit [www.elephantenergy.org](http://www.elephantenergy.org) for more information.

### Position Summary.

**Elephant Energy seeks a dynamic, entrepreneurial Country Director to lead our operations in Namibia. We are looking for a strategic, creative, business-minded individual who will work to develop new technologies and enhance our distribution networks to meet the energy needs of those living without access to electricity.** The Country Director is responsible for the development and growth of programs and will ensure that all efforts align with the mission and strategic direction as defined by the Executive Director and the Board of Directors/Trustees. The Country Director is responsible for continuously building strategic partnerships, identifying and securing funding, and creating program models that increase financial sustainability and comply with the existing programs. This position requires supervision and mentoring of the most senior staff, cooperation with all staff and ensuring that ongoing staff and program development remains a key priority. The Country Director will oversee the high level functions of programs, human resources, finance and resource development, ensuring that Elephant Energy Trust consistently meets the high standards. This individual will demonstrate deep commitment to the ongoing success of our programs and financial sustainability.

**Position Type:** Full-Time

**Anticipated Start Date:** Immediately

### Key Duties and Responsibilities:

#### ***Leadership & Management***

- Foster and maintain a community of collaboration, integrity and compassion among staff and program partners;
- Manage, coordinate and monitor a team of (at least) five Regional Sales Managers;
- Participate in weekly (at a minimum) management meetings with Executive Director in US (via Skype);
- Facilitate monthly staff meetings with all Regional Sales Managers in Namibia;

#### ***Program Development and Growth***

- Maintain and expand a supply chain that distributes solar products through 40+ retail outlets (including Sales Agents and retail shops) spanning nine regions;

- Meet/exceed aggressive sales targets—EE plans to increase sales by over 30% in 2016 and we will look to the Country Director to help set and follow the strategy;
- Work with Executive Director in U.S. to place orders with product distribution partners and to oversee warehouses throughout the country;
- Help design and implement a model for batch sales of lamps to organizations that are outside the scope/geography of existing sales networks;
- Develop and implement new marketing strategies to increase brand awareness and sales;
- Ensure that project activities are implemented in line with organizational goals, budget and work plans;
- Manage a national repair and warranty system for Elephant Energy distributed products;

### ***Fundraising & Fiscal Oversight***

- Work with Executive Director to develop the annual program budget;
- Accurately capture and track expenses, inventory and accounts receivable for the entire operation, including reviewing expense reports submitted by Regional Sales Managers to ensure alignment with approved budget;
- Produce monthly financial and operational reports (in partnership with in country accounting firm and Executive Director);
- Work with Executive Director in U.S. to raise funds from Namibian organizations, individuals and foundations that support our work;
- Build and maintain partnerships with organizations, government, university, companies and other entities in Namibia;
- Ensure the consistent adherence to the organization's fiscal policies.

### ***Risk Management***

- Identify, evaluate and implement measures to control the risks to the organization's people (clients, staff, management, volunteers), property, finances, and reputation/brand and report all risks to the Executive Director;
- Ensure that the organization is in compliance with all government regulations;
- Maintain MOUs with appropriate government entities.

### **Required Skills & Qualifications:**

- Excellent written and verbal English;
- 3–5 years professional experience in a relevant field (small enterprise development, renewable energy projects in rural settings, business administration, sales, etc.);
- Minimum of 2 years of work experience in an African country (with experience in Namibia preferred);
- Strong computer skills (MS Word and Excel, Internet, Email);
- Excellent written and verbal communication skills;
- Proven track record in a management position (with references);
- Strong leadership skills;
- Bachelors degree in a relevant discipline required, Masters degree preferred (international relations, business, nonprofit management, etc);
- Technical understanding of solar PV lighting and renewable energy;
- Previous accounting and financial experience, with demonstrated ability to manage budgets;
- Proven ability to make strategic decisions that lead to increases in organizational efficiency and effectiveness;

- Aptitude and proven success for fostering supportive work environment which motivates team members to achieve success, and build capacity;
- Ability and willingness to work flexible hours; and
- Driver's license and clean driving record.

The Country Director will be based in Windhoek and will be managing a team that operates from Opuwo to Katima and Oshikango to Khomas. With operations throughout the entire country, the Country Director will be required to travel a minimum of one-week each month. Unless the Country Director has his/her own vehicle, *travel will utilize public transportation*.

**Annual Salary:** This is a paid position. Salary will be commensurate with experience.

**How to Apply:** Applicants should send a resume and cover letter describing their interest in the Country Director position **by 29 January 2016** to [jobs@elephantenergy.org](mailto:jobs@elephantenergy.org). Please include "Your Name – Country Director" in the subject line of the e-mail. Applications will be reviewed on a rolling basis.