
Terms of Reference (ToR) for Executive Director

Position: Executive Director

Report To: Assembly of the Organization (Head) and Board of Directors

Introduction

DokuFest, is a leading cultural organization dedicated to promoting the arts through its festival and year-round initiatives. The Executive Director is responsible for overseeing all aspects of the organization, including strategic leadership, financial and operational management, stakeholder engagement, and ensuring alignment with the organization's mission and vision. This role involves close collaboration with the management team, the board, and external partners to ensure the organization achieves its strategic objectives.

Key Competencies

1. Strategic Leadership and Vision

- **Organizational Development:** Ability to shape and implement the organization's strategic goals and vision.
- **Forward Thinking:** Capacity to anticipate challenges and identify opportunities for growth and innovation.
- **Inspirational Leadership:** Skills to lead and motivate teams, fostering a culture of creativity and collaboration.

2. Operational and Financial Management

- **Resource Allocation:** Expertise in managing budgets, financial planning, and organizational resources.
- **Operational Oversight:** Ensures smooth functioning of all departments, fostering collaboration and efficiency.
- **Compliance:** Ensures adherence to legal, financial, and governance requirements.

3. Stakeholder Engagement and Representation

- **Relationship Building:** Strong ability to engage with partners, donors, and sponsors to secure resources and strengthen the organization's network.
- **Advocacy:** Represents DokuFest at local, regional, and international events, promoting its mission and programs.
- **Board and Assembly Liaison:** Maintains regular communication with the Board and Assembly, providing updates on organizational performance and progress.

4. Decision-Making and Problem-Solving

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- **Critical Thinking:** Ability to make informed decisions under pressure.
 - **Adaptability:** Skills to navigate complex challenges with flexibility and creativity.

Responsibilities

1. Strategic Leadership and Implementation

- Lead the development and implementation of DokuFest's strategic plan, ensuring alignment with organizational goals.
- Provide visionary leadership to inspire innovation and excellence across all programs and initiatives.
- Regularly review and adapt strategies to respond to changing cultural and financial landscapes.

2. Financial and Operational Oversight

- Oversee financial planning and management, including budgets, audits, and funding proposals.
- Ensure operational efficiency across all departments, fostering collaboration and accountability.
- Supervise key leadership roles, including the Artistic Director, Festival Producer, and Head of Administration and Finance.

3. Governance and Reporting

- Report regularly to the Board of Directors and the Assembly, providing updates on strategic progress, financial performance, and organizational impact.
- Ensure compliance with governance policies and local regulations.
- Maintain transparent communication with stakeholders, ensuring trust and accountability.

4. Stakeholder Engagement and Representation

- Build and maintain relationships with donors, sponsors, and cultural organizations to secure funding and partnerships.
- Represent DokuFest at public events, conferences, and international platforms, advocating for its mission and programs.
- Foster partnerships to enhance the organization's impact locally and globally.

5. Team Leadership and Capacity Building

- Lead and mentor the management team, fostering a culture of growth, innovation, and inclusivity.
- Support the professional development of staff through training and capacity-building initiatives.
- Ensure effective internal communication to align all teams with the organization's vision and goals.

Key Qualifications

- **Experience:** Minimum of 10 years in senior leadership roles, preferably in cultural, non-profit, or arts organizations.
- **Education:** Advanced degree in Arts Administration, Business, Cultural Management, or related fields is preferred.
- **Skills:** Proven expertise in strategic leadership, financial management, stakeholder engagement, and team development.
- **Languages:** Proficiency in English and Albanian; additional languages are advantageous.

Personal Attributes: Visionary, collaborative, adaptable, and passionate about culture and the arts.