



Foundation for Community Development and Empowerment (FCDE)
Program Director Position
Mbale, Uganda

The Program Director (PD) is a senior leadership role at FCDE responsible for establishing and managing a new site in the Mbale District. This position is central to providing capacity-building support to a network of local partner organizations (LPOs), supporting locally-led, sustainable community development. Core responsibilities include overseeing the fiscal and programmatic operations of the site and its initiatives, leading and mentoring the site team, implementing strategic plan objectives, and representing FCDE at civic and networking events. The PD reports directly to the Uganda Co-Executive Director (UG Co-ED).

Major Duties and Responsibilities

Program Development and Maintenance

- Collaborate with FCDE leadership to identify and recruit 8–10 grassroots organizations across FCDE’s six focal areas to join the inaugural Mbale cohort, setting the foundation for impactful partnerships.
- Foster and maintain relationships with new and potential partner organizations and institutions, developing a deep understanding of LPOs’ work and capacity needs.
- Build strong relationships with local government institutions, community organizations, beneficiaries, and other stakeholders to increase awareness of FCDE’s community-driven approach and foster opportunities for networking and collaboration.
- Work with the UG Co-ED to facilitate FCDE’s Small Grants Program, including playing an active role on the Grants Committee and vetting grant proposals, following-up on awarded projects and supporting LPOs to successfully implement grant program activities.

Program and Personnel Management

- Oversee personnel management for the site, including staff recruitment and transitions, developing individual work plans with clear annual objectives, and conducting performance reviews.
- Manage the program site office providing leadership to the team and a sense of purpose and unity.
- Provide staff with leadership and professional development opportunities. Act as a mentor and coach to increase staff skills as well as build positive work environment and culture to the office.

- Manage the site budget in collaboration with the UG Co-Executive Director and FCDE financial team, ensuring sound accounting practices, a balanced budget, and alignment with the organization's financial capacity.
- Facilitate coordination and open communication with FCDE's sister sites, prioritizing cross-site collaboration and consistency. Participate in weekly upper management meetings with FCDE site Program Directors to align efforts and share insights.
- Actively engage in monthly Global Leadership meetings with Program Directors, Co-Executive Directors, and U.S. staff. Come to meetings prepared with key updates from the site and innovative ideas for moving FCDE forward.
- Monitor the progress of the Fellows and Interns while at the site and act as a mentor and learning partner.

Local Partner Capacity Building & Training

- Collaborate with the site team to conduct baseline organizational assessments, document findings, and track partner capacity development over time.
- Support the creation and implementation of tailored work plans for each partner organization, ensuring alignment with their specific needs and goals.
- Apply the Tier Approach to deliver targeted technical workshops and trainings that strengthen partner skills and capacity at each tier level, incorporating mentoring, coaching, and connections to external consultants and resources.
- Facilitate networking and resource-sharing opportunities to promote collaboration among local partners.
- Research and identify strategic partnerships that align with the capacity needs and tier levels of specific partner organizations.

Program Monitoring, Evaluation & Learning (MEL)

- In conjunction with the EDs and US Team, develop a strategy for achieving FCDE programmatic and organizational objectives, including establishing annual milestones and implementation plans.
- In collaboration with the PC-MEL, ensure effective site-level data collection practices that align with FCDE's MEL processes and meet established deadlines.
- Provide regular reports to the UG Co-ED and FCDE headquarters in a timely manner.

Represent FCDE to Stakeholders and Partners

- In support of the UG Co-ED, work to develop and strengthen relationships with local organizations that can provide funding or strategic partnerships helping further the work of FCDE.
- Represent FCDE at local conferences, speaking engagements or other appropriate venues.
- Liaise with appropriate local government, community and NGO personnel to ensure the smooth and efficient running and support for FCDE programs.

Other Duties and Activities (not to exceed 5% of the time)

- Perform other related duties as assigned by the UG Co-ED and US Co-ED

Qualifications

Education and Prior Work Experience:

Minimum Qualifications

- Bachelor's degree in organizational development, social sciences, community development, economics, public administration, or related field.
- At least five years' experience in public administration, NGO development, community or organizational development working with, international development experience or in related fields.

Preferred Qualifications

- Graduate degree in a related field is strongly preferred.
- Five to ten years' experience in public administration, NGO development, community or organizational development, international development experience or in related fields.

Post-entry Training: On the job training focused on understanding FCDE's philosophy, regulations, and procedures.

Language Proficiency: Advanced spoken and written skills in both English and the relevant local language(s).

Skills and Abilities:

- Ability to represent FCDE effectively with a wide range of individuals: i.e., local officials and community members, different levels of government officials, international agency personnel, etc.
- Demonstrated ability to exercise sound judgment under often complex and stressful conditions.
- Proven leadership and communication skills and ability to successfully motivate and build a capable and positive-minded team.
- Strong interpersonal and team building skills including effective and professional cross-cultural communication and conflict management.
- Computer literacy in word processing and database management is required.
- Significant knowledge and ability to provide leadership in organizational operations, project and program management, staff supervision, strategic planning, and community development and training.
- Strong and dynamic facilitation skills with demonstrated ability to create and lead training's and workshops.
- Strong financial planning, tracking, reporting and money management skills are essential.