FCDE
Foundation for Community Development and Empowerment

PROGRAM DIRECTOR TANZANIA

Position Overview

FCDE is expanding to Tanzania and we're looking for the right person who can help build it. The Program Director (PD) is a visionary, dynamic leader who will establish and grow FCDE's first site in Moshi from the ground up. This position calls for someone who can think strategically and act decisively, forge relationships across government, civil society, and the local NGO landscape, and confidently navigate the complexities of launching a program in a new country context.

The PD is the driving force behind FCDE's presence in Tanzania — responsible for standing up operations, leading a team, delivering FCDE's capacity building model with a network of local partner organizations, and representing FCDE as a credible, committed actor in the region. Working in close partnership with FCDE's Co-Executive Directors across Uganda and the United States, the PD brings initiative, sound judgment, and genuine passion for locally-led development to everything they do.

Major Duties and Responsibilities

Strategic Planning and Site Launch

- Lead the strategic planning and operational launch of FCDE's first site in Tanzania, working closely with the Co-EDs to establish the Moshi office, build initial systems and processes, and lay the groundwork for a sustainable, locally-grounded program.
- Develop and execute a comprehensive site launch plan covering office operations, staff hiring and onboarding, financial and administrative systems, and a realistic timeline for program readiness.
- Navigate legal registration, compliance, and regulatory requirements for FCDE Tanzania in close coordination with the Co-EDs, ensuring the site is fully established and operating in accordance with Tanzanian law from day one.
- Build FCDE's presence and credibility in the Moshi region through early relationship-building with local government officials, civil society organizations, and community stakeholders.
- Collaborate with the FCDE Uganda team to identify and recruit 5–6 mid-level local organizations across FCDE's six focal areas to join the inaugural Moshi cohort, setting the foundation for impactful partnerships in Tanzania.

Program and Personnel Management

- Provide personnel management for the new site, including hiring and termination of staff, developing individual work plans with annual objectives, and conducting annual personnel reviews.
- Manage the program site office, providing leadership, direction, and a sense of purpose and unity to the team.
- Provide staff with professional development opportunities; act as a mentor and coach to build skills, a positive work culture, and a high-functioning office environment.

- Manage and maintain the site budget; work with the Co-EDs and FCDE's financial team to ensure sound accounting practices and spending within organizational means.
- Coordinate and communicate regularly with FCDE's Uganda sites to ensure cross-country collaboration is prioritized and communication is open and consistent.
- Actively participate in monthly Upper Management meetings (PDs and Co-EDs); come prepared with key site updates, strategic visioning and tangible innovations for moving FCDE forward.
- Manage any International Fellows (such as Princeton in Africa or Peace Corps Volunteers) from start to finish — recruitment, hosting, and evaluation — and serve as mentor and learning partner to the Fellows/ Volunteers at the site.

Local Partner Capacity Building and Training

- Maintain a thorough understanding of each local partner organization and work effectively with them to increase their capacity to carry out their projects, initiatives, and development approaches.
- Lead the delivery of FCDE's 18-month core workshop series with partner organizations, coordinating training logistics, facilitating sessions, and providing ongoing coaching and mentoring support to LPOs between workshops.
- In conjunction with the site team, conduct and document baseline organizational assessments and maintain ongoing tracking of partner organizational capacity development.
- Support the development and implementation of work plans for each partner organization.
- In accordance with FCDE's Tier Approach, build and manage partner skills and capacity through targeted, tier-specific workshops, trainings, and coaching — developing tailored materials and processes and connecting partners with external consultants and resources as needed.
- Provide networking and resource-sharing opportunities to support collaboration among the local partners; research and identify key partnerships based on tier level and capacity need.

Program Monitoring and Evaluation

- In conjunction with the Co-EDs and US team, develop a strategy for achieving FCDE programmatic and organizational objectives, including establishing annual indicators and implementation plans.
- Manage sound M&E data collection practices at the site level in line with FCDE's M&E processes and deadlines.
- Provide regular, timely reports to the Co-EDs and FCDE headquarters.

Represent FCDE to Local and Funding Agencies

- Build and maintain ongoing relationships with local government institutions, community organizations, beneficiaries, and other stakeholders to foster awareness of FCDE's community-driven approach and to promote networking and collaboration.
- With support of the Co-EDs, develop and strengthen relationships with strategic organizations that can provide funding or partnerships to further FCDE's work.
- Represent FCDE at local conferences, speaking engagements, and other appropriate venues to advance awareness of FCDE's mission and programs in Tanzania.
- Liaise with local government, community, and NGO personnel to ensure the smooth operation and support of FCDE programs.

Other Duties

- Perform other related duties as assigned by the Co-EDs (not to exceed 5% of time).

Desired Qualifications

Education and Prior Experience

Minimum qualifications

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

Preferred qualifications

- Graduate degree in a related field strongly preferred.
- Five to ten years' experience in public administration, NGO development, community or organizational development, international development, or related fields.
- Prior work experience and knowledge of NGO or civil society sector operations in Tanzania strongly preferred.

Post-entry Training: On-the-job training focused on FCDE's philosophy, regulations, and procedures.
Language Proficiency: Advanced spoken and written skills in both English and Swahili.

Skills and Abilities

- Demonstrated ability to build and maintain relationships across a wide range of stakeholders — local officials, community members, grantors, NGO partners, and international volunteers — with cultural sensitivity and professionalism.
- Demonstrated ability to exercise sound judgment under complex and stressful conditions.
- Proven leadership, communication, and team-building skills; ability to motivate a diverse team, navigate cross-cultural dynamics, and foster a positive, high-functioning work environment.
- Computer literacy in word processing and database management.
- Significant knowledge of organizational operations, project and program management, staff supervision, strategic planning, and community development and training.
- Strong and dynamic facilitation skills with demonstrated ability to design and lead trainings and workshops.
- Strong financial planning, tracking, reporting, and money management skills.

How to Apply

Send a cover letter and CV (with three references) to:

apply@fcde-dev.org
Application deadline: December 10, 2026