

Job Title: General Manager

Department: Global Operations

Reports To: Chief Executive Officer

Job Overview:

The General Manager (GM) of The Sparkle Foundation's Global Office will provide strategic leadership and operational oversight to ensure the efficient and effective functioning of the organisation across the UK, US, and UAE. The GM will be responsible for delivering organisational strategy, ensuring compliance with charity commission regulations, overseeing fundraising and partnership management, financial oversight, marketing, and administration. This role serves as the face of Sparkle in global matters and is pivotal in driving growth, fostering partnerships, and maintaining operational excellence. The GM will work closely with the Country Director in Malawi to ensure alignment with the global strategy, without directly overseeing operations in Malawi.

Key Responsibilities:

Leadership and Strategy

- Deliver The Sparkle Foundation's global strategy by aligning operations and initiatives across the UK, US, and UAE.
- Provide leadership to global teams, ensuring alignment with organisational goals and fostering a culture of excellence and collaboration.
- Represent The Sparkle Foundation at global events, conferences, and key meetings to enhance visibility and partnerships.
- Liaise with the Country Director in Malawi and CEO to ensure that the Global strategy is implemented effectively at a country level and provide necessary support as needed.

Fundraising and Partnership Management

- Develop and oversee fundraising strategies, campaigns, and donor engagement initiatives to secure sustainable income streams.
- Cultivate and maintain relationships with key donors, corporate partners, and grant-making organisations to expand financial support.
- Identify new funding opportunities and innovative partnership models to support organisational growth.
- Prepare and deliver impactful presentations to potential partners, sponsors, and stakeholders.

Compliance and Legal Oversight

- Ensure compliance with all charity commission regulations in the UK, UAE, and US, including timely submission of required reports.
- Manage legal and regulatory responsibilities across all jurisdictions, ensuring adherence to policies and procedures.

- Maintain up-to-date knowledge of local and international laws affecting non-profit operations and act as the primary liaison with legal advisors when needed.

Financial Management

- Oversee the organisation's finances, including budgeting, cash flow management, and adherence to financial policies.
- Monitor expenditure to ensure alignment with approved budgets and provide regular financial reports to the CEO.
- Collaborate with the finance team to prepare annual accounts, audits, and financial statements.

Marketing and Communications

- Oversee global marketing initiatives to enhance brand visibility and engage target audiences.
- Work closely with the marketing team to develop and execute campaigns that reflect the organisation's values and impact.
- Act as a spokesperson for the organisation, ensuring consistent messaging and representation in all communications.

Operations and Administration

- Ensure that all operational policies and procedures are implemented and regularly updated.
- Oversee administrative functions, including office management, HR support, and employee onboarding.
- Maintain effective systems for data management, reporting, and documentation across all offices.
- Monitor and enhance the efficiency of operational processes and systems.

Global Reporting and Impact Measurement

- Lead the preparation of global impact reports for stakeholders, highlighting achievements and progress against strategic goals.
- Develop and implement systems for tracking and evaluating programme outcomes to ensure the organisation's efforts are impactful and aligned with its mission.

Team Leadership and Development

- Manage and support global teams, fostering an inclusive and collaborative work environment.
- Conduct regular team meetings and performance reviews to ensure accountability and alignment with objectives.
- Identify training and development opportunities to enhance staff capabilities.

Additional Responsibilities:

- Oversee event planning and execution, including major fundraising galas and awareness campaigns.
- Support the CEO in strategic initiatives and act as a deputy in her absence.
- Maintain relationships with key stakeholders, including government bodies, community leaders, and partner organisations.
- Drive innovation in programme delivery, ensuring the organisation remains at the forefront of impactful charitable initiatives.

Required Skills and Experience:

- Proven experience in a senior leadership role within a non-profit or charitable organisation.
- Strong understanding of charity commission regulations and compliance in the UK, US, and UAE.
- Exceptional fundraising and partnership-building skills.
- Financial acumen with experience managing budgets and financial reporting.
- Excellent communication and interpersonal skills, with the ability to inspire and influence stakeholders.
- Strong organisational and project management skills, with the ability to manage multiple priorities effectively.
- Experience in marketing, branding, and public relations is highly desirable.
- Familiarity with global development issues, particularly in education, healthcare, and community development.

Personal Attributes:

- Passionate about making a difference and aligned with The Sparkle Foundation's mission and values.
- Strategic thinker with a proactive and results-oriented approach.
- Collaborative leader who fosters a positive and inclusive work culture.
- High level of integrity, professionalism, and discretion.

This role offers an exciting opportunity to lead and shape the future of The Sparkle Foundation, ensuring its long-term sustainability and maximising its impact on communities around the world.