

Executive Manager, BARP

The Barbados Association of Retired Persons, Inc. (BARP) is seeking to fill the position of Executive Manager, which is the most senior corporate officer in charge of the management of BARP. The Executive Manager will be in charge of a staff of 12 persons and is expected to lead on the development of BARP's short and long term growth, providing services, information and advocacy on behalf of its membership.

The successful candidate will have the vision to spark innovative solutions that would see seniors in the society leading an independent life with dignity.

Overall, the successful candidate should believe in transformation – be passionate towards the community, be sensitive and resilient, believe in the cause and work consistently towards it.

Job Description

Subject to the supervision and pursuant to the advice and direction of the Board of Directors, the Executive Manager will report to the President, and carry out the following specific:

- Providing strong leadership and managing (including mentoring and developing) employees of BARP as well as Volunteers.
- Working in collaboration with the President and the Board to facilitate and coordinate the activities of BARP's Volunteer Committees and wider community.
- Providing support to the Board of Directors in the execution of BARP's business strategy and plans, preparing reports for presentation to the Board, and ensuring that Board decisions are implemented.
- In collaboration with the President, designating individuals to represent BARP on Government and Non-Governmental committees, and where required, representing BARP's interests in matters affecting BARP.
- Building strong and beneficial relationships with stakeholders of BARP, including but not limited to, responding to requests for presentations about BARP and its programmes.
- Keeping abreast of government policies and initiatives that impact the senior community.
- Overseeing the marketing and promotion of BARP as the membership choice of the senior community in Barbados.

- Managing all financial and compliance matters.
- Coordinating fund raising activities with Volunteer Committees and the Board.
- Such other duties as may be assigned from time to time.

Qualifications, experience and skill sets

- Master's degree in the social sciences or an MBA.
- Competent in the use of Microsoft applications: Word, Excel, Power-Point
- Competent in the use of CRM Programmes
- Effective communicator
- Ability to inspire and empower
- Experience managing an NGO will be an asset but not required.

Salary

The salary will be competitive with those in other non-profit NGOs in Barbados.

All applications, accompanied by a cover letter, a curriculum vitae and the names and contact email addresses and telephone numbers of two references, should be emailed to: **hr@barpbb.org** no later than **January 24, 2021**.