



Job Profile: Director - Pakka Foundation

Position: 60%

Place of Work: Zurich or Remote Office

Organization Overview: Pakka Foundation, an integral entity of Pakka Group, is dedicated to uplifting communities in the global South by promoting resilient agroforestry farming and strengthening local industries. Alongside Pakka Finance and Pakka Products, we create sustainable value chains that enhance local livelihoods and incomes while significantly contributing to carbon emission reduction and biodiversity preservation. Operating under a Market Systems Development philosophy, Pakka Foundation empowers smallholder farmer cooperatives and local processors to tackle systemic challenges and drive meaningful change within the value chain. Through our unwavering commitment to sustainability, we are redefining agricultural practices in collaboration with our partners, enriching communities, preserving the environment, and striving for a more equitable future.

Position Overview: The **Director** will lead the strategic development, administration, and operational management of the Pakka Foundation with a **60% position**. This role requires overseeing effective administration, financial management, strategic planning, fundraising, project governance, and collaboration with the Pakka Team and the Foundation Board.

Core Responsibilities

1. Foundation and Board Administration

- Ensure the efficient administration of Pakka Foundation.
- Develop, recommend, and administer policies, procedures, and processes to support the Foundations' goals and operations.
- Ensure compliance with relevant legal parameters and monitor adherence to approved policies and procedures.
- Oversee financial planning and budget processes, ensuring alignment with organizational objectives.
- Oversee communications for the Foundations and support strategic development processes.

- Support the operations of the Foundation Board. Develop agendas, documentation, and minutes for board meetings.
- Provide quarterly reports to the Board on the progress and status of the Foundation's activities.

2. Pakka Impact Processes and Services

- Oversee the annual impact assessment in collaboration with Pakka and our origin partners.
- Contribute to and report on the annual impact metrics for Pakka and our origin partners.
- Maintain and enhance impact reporting framework.
- Facilitate the implementation and management of the carbon insetting program within the Pakka Network.

3. Fundraising

- Lead fundraising efforts and create campaigns to meet the Foundation's needs.
- Foster close cooperation with local and international project partners and market actors.
- Contribute to the design of new projects, including business models, budgets, and sustainability strategies.

4. Project administration

- Provide strategic governance and guidance for sustainable value creation projects, overseeing and supporting project managers in origin countries, with a particular focus on Colombia, Georgia, Kenya and Tanzania.
- Assist origin project managers with financial reporting to donors and stakeholders.
- Ensure the integration of the Foundation's principles into projects and guide their successful implementation.
- Represent the Foundation's initiatives in meetings, committees, and taskforces.

Qualifications:

- Relevant experience within a non-profit or similar organization.
- Basic understanding of strategic planning, financial management, and project oversight.
- Experience in fundraising and managing donor relationships.
- Good communication skills, both written and verbal, with the ability to present to various stakeholders.

- Experience with sustainability frameworks and reporting.
- Experience in leading or working with international teams and a demonstrated sensitivity to diverse cultural contexts.
- Ability to work collaboratively with a Board of Directors and other key stakeholders.
- Familiarity with legal and regulatory requirements relevant to non-profit organizations.

Fluency in English is required, with proficiency in German and Spanish considered an advantage.

Skills and Attributes:

- Analytical and problem-solving skills.
- Strong organizational and multitasking abilities.
- Capability to drive initiatives and manage projects.
- Commitment to the mission and values of the Pakka Foundation.

What we offer:

- Plenty of room for personal initiative and participation
- Self-determination and flexibility in the organisation of your working day, including home office days
- A committed and supportive team
- A positive, relaxed working atmosphere at eye level
- Five weeks' holiday
- A centrally located workplace near Zürich-Hardbrücke station
- The best nuts, dried fruits and chocolates in the world!

Reports To:

President of the Board of Directors, Ueli Baruffol

Location:

Pakka Offices, Geroldstrasse 33, CH-8005 Zürich

Application Process:

Interested candidates should submit their resume and cover letter detailing their experience and qualifications relevant to baruffol@pakka.ch.