



Media Matters for Women - United Kingdom

Managing Director Position

We are seeking a **compassionate, resourceful and highly organized leader to join our small but mighty team**. Preferably based in the UK, although we can be flexible, the Managing Director will have primary responsibility for MMW's **administration, financial oversight and fundraising**, working closely with our Executive Director in Sierra Leone to ensure effective operations, sound financial management and sustainable funding.

Key Responsibilities

- **Administrative and Financial Oversight:** Manage budgets, expenditures, contracts and financial reporting, working collaboratively with our senior management team in Sierra Leone to ensure accountability and efficient use of resources.
- **Operational Support:** Work closely with the Executive Director in Sierra Leone to strengthen administrative systems, build staff capacity, support professional development and resolve operational challenges.
- **Grant Management:** Oversee grant agreements, budgets, reporting requirements and deliverables, ensuring compliance with donor commitments and deadlines.
- **Fundraising and Donor Relations:** Lead fundraising efforts, including identifying funding opportunities, developing proposals, cultivating donor relationships, and securing new grants.
- **Communications:** Work closely with our Communications Director and website team to ensure a professional and up-to-date public profile of our organization.
- **Board Relations and Reporting:** Coordinate with MMW's UK and US registered charities, ensuring regulatory compliance and timely reporting. Work closely with the volunteer Boards of Directors.
- **External Relations:** Strengthen strategic partnerships, represent MMW internationally, and promote our organization's mission and achievements.
- **Travel:** Travel to Sierra Leone as required.

Skills and Qualifications

- At least three years' experience in nonprofit operations, fundraising, grant writing and grant management, preferably internationally.
- Strong leadership, interpersonal and intercultural communication skills.
- Experience working with donors and partner organizations.
- A collaborative, personable and proactive leader, comfortable representing MMW publicly.
- Experience working in resource-constrained countries or underserved communities, with sensitivity to local realities and a commitment to locally led development.

Desirable Qualifications

- Experience in best practices in project design and management.
- Familiarity with Sierra Leone or West Africa.

- An understanding of power imbalances between international organizations and the communities they serve, and a commitment to equitable partnerships.

About MMW

Media Matters for Women empowers rural women and girls in Sierra Leone through access to information, skills and knowledge. Our innovative communications network addresses health, human rights, economic independence and gender equality, helping women and girls make informed decisions and drive social change. Learn more at mediamattersforwomen.org.

Terms and Application

- **Contract:** Part-time, with an initial three-month trial period.
- **Hours:** 24 hours per week, worked over three full days or flexibly throughout the week.
- **Compensation:** £200–£250 per day, depending on experience.

To apply: Please send your CV and cover letter to sbylenga@mediamattersforwomen.org.