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*Loden Foundation*

Thimphu Bhutan | P.O. Box. 131  
Tele: +975-77195599 / +975-77195588  
Email: info@loden.org  
Social Media: @lodenfoundation  
[www.loden.org](http://www.loden.org)

## TERMS OF REFERENCE: EXECUTIVE DIRECTOR

June 2025

Post Title: **Executive Director**

Job station: Loden Foundation, Thimphu

Employment type: Full-time

Reports to : The President

### The Summary

The Executive Director shall be responsible for managing the affairs of Loden Foundation through overall strategic planning, resource mobilisation, financial management, organisational development, programme implementation, staff management and operations, and official representation.

### Profile:

The Executive Director is the Chief Executive Officer of the Loden Foundation. She/he is responsible for the overall leadership and management of the Loden Foundation's operational and administrative functions. Working under the guidance of the Loden Board, the Executive Director defines the foundation's strategic vision and is accountable for its implementation and results.

The Executive Director maintains strong relationships with a diverse range of stakeholders and funders that directly or indirectly contribute to the mission and goals of the Loden Foundation.

The Executive Director is responsible and accountable for setting the tone for the organisation's external interactions by exemplifying values of high ethical standards, integrity, and fairness. She/he must act in the best interests of the Loden Foundation in all contexts and is responsible for ensuring this culture prevails across the organisation's employees and contractors.



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## **Roles and responsibilities:**

The Executive Director reports to the Loden Foundation Board of Directors. Working closely with the President of the Loden Board, the Executive Director's Primary responsibilities are as set out below:

### **Working with the Board**

The Executive Director shall:

- Work with the Board of Trustees to ensure all programmes and activities of Loden Foundation are aligned with the overall objectives of Loden Foundation, Civil Society Organizations Act and other associated regulations.
- Support the Board in its strategic leadership of the organisation.
- Report to the Board on the operational, administrative, and financial aspects of the Loden Foundation at each Board meeting.
- Represent the management and act as Member Secretary at Board meetings and ensure effective and timely preparation and distribution of annotated agenda of Board meetings (including annual financial budgets) and minutes of Board meetings

### **Operational Management**

- Ensure that the Loden Foundation organisational structure, operational policies, rules and regulations, and other organisational processes are sound, up to date, in conformity with the laws of the Kingdom of Bhutan (especially the Civil Society Organizations Act of Bhutan, Loden Financial and Service Manuals, and other relevant regulations) and able to effectively deliver on the strategic objectives defined by the Loden Board.
- Work closely with the management team to implement appropriate control measures for accountable, transparent, efficient, and effective delivery of services. He/she shall ensure that fiduciary solid controls are in place to monitor the use of Loden resources.
- Provide oversight of Administration and Finance Divisions to ensure the Loden assets' overall transparency and effective financial and administrative functionality.



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- Exercise authority over personnel and human resources and strengthen performance management by tracking key organisational performance indicators.
- Maintain a positive work environment that facilitates collaboration and information sharing and attracts, retains, and motivates diverse talent.
- Work with the Board and the Loden Management team to develop investment policies and manage the investment of Loden's financial resources.
- Hire other staff for Loden based on Board-approved budgets and authorisation, prepare work plans for other teams, supervise the proper performance of their duties, and evaluate and (if necessary) terminate other staff.

### **Leadership, Programme Delivery and Resource:**

The Executive Director, with guidance from and support of the President and Board of Trustees, provides strategic direction for the organisation, over sees programme development and delivery, and spearheads resource mobilisation.

- Engage in resource mobilisation strategies for institutional and programme sustainability within and outside the country.
- Operationalise, lead and monitor the implementation of Loden's strategy and ensure the effective implementation of innovative approaches and instruments to deliver on the strategic objectives.
- Ensure meaningful monitoring and evaluation of the Loden programmes and performance and provide accurate analysis and routine reporting on the impact and performance of the Loden programmes.
- Oversee the management and timely implementation of all organisational programmes and contracts according to procurement systems and practices that deliver value for money and focus on the primary work of the Loden Foundation.

### **Networking and Publicity:**

The Executive Director is the official face of the organisation and is responsible for safeguarding the effectiveness, reputation, and profile of the Loden Foundation.



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- Representing the Loden Foundation at the highest level, ensuring its role as a public benefit Civil Society Organization is well understood through direct engagement with policy-makers.
- Represent Loden Foundation before any competent authority delegated by the Board of Trustees.
- Represent Loden Foundation's ex-officio membership to committees, Boards, etc., as and when requested.
- Represent Loden and its work with external stakeholders to build effective partnerships with public and private entities to support the organisation's work.

#### **Other Tasks and Responsibilities:**

The Executive Director shall carry out any other tasks and responsibilities that the Loden Board of Trustees may entrust occasionally.

*Note:* The scope of work, expected results, and other requirements may be altered by the Board from time to time in consultation with the employee without significantly changing the essence of the job requirement to serve the interest of the Loden Foundation.

#### **Qualifications and Experience:**

- Master's Degree or equivalent qualification/expertise
- Minimum of 5 years of professional work experience, of which at least three years should be at the senior manager's level (GM/P1) or above.
- Advanced knowledge and skills to analyse and understand the overall value of an enterprise (strategy, finance, operations and technology, sales and marketing, human resources, etc.)
- Commitment to social work, civil society, and educational and cultural interventions.

#### **Knowledge and skills**

- Excellent analytical and critical thinking skills.
- Competence in strategic decision-making and management skills.
- Strong leadership skills and the ability to manage teams.
- Strong negotiation and donor management skills.



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- Strong oral and written communication skills in English and Dzongkha.

*Candidates may submit samples or links to public speaking and published writing in Dzongkha and English. Proficiency in other local and international languages will be an advantage.*

- Impeccable integrity and ethics.
- Experience in development programmes and resource mobilisation.

The remuneration package will be commensurate with the candidate's expertise and experience. Benefits include communication allowance, provident fund, health coverage, gratuity, and leave encashment in accordance with the Foundation's existing HR and Service Manual.

#### Documents Required:

- Filled in [Google Application Form](#)
- Curriculum Vitae
- Academic Certificates
- Tax Clearance Certificate
- No Objection Certificate (if currently employed)
- A valid Security Clearance (no need to submit a printed copy, we will check online)
- Links to public speaking and published writing in Dzongkha and English
- 2 Professional recommendation letters with their contact details

The last date for application is **June 19, 2025**, before 05:00 PM BTT (Bhutan Standard Time).

*The Board of the Loden Foundation reserves the right to delay and cancel the selection process and outcome with due consideration of Loden's equal opportunity policy and best practices.*

For inquiries, call 77194455 during office hours.