

## **TOR of the Executive director**

The Roma Education Fund is headquartered in Budapest, Hungary, but has established foundations in Switzerland, Hungary and, most recently, Romania. The Executive Director serves as Executive Director for all three foundations. The Director is responsible to the REF Board of each foundation.

In its headquarters, REF currently has 15 staff, but will shortly appoint two new staff members. In addition, REF has engaged consultants on a near full-time basis in five (soon to be six) countries as Country Facilitators to provide support to local organizations preparing and implementing projects with REF support and has 14 Country Coordinators for managing the REF Scholarship Programmes in their respective countries.

A Senior Management Team, consisting of the managers of the grant, scholarship and policy development programmes and the financial manager is chaired by the Executive Director. In addition, a Project Management Committee, consisting of the country officers and chaired by the Executive Director, is responsible for reviewing and making recommendations to the REF Board for funding of project grants. Decisions on scholarship awards are made by national boards in each country.

In addition to its staff, the World Bank and the Open Society Institute each second an advisor to REF, providing technical advice to REF staff about education policy issues and about monitoring and evaluation.

The Executive Director manages these staff and is responsible for assigning tasks and conducting performance reviews.

Finally, the Chair of the REF Board is a full-time position based in Budapest. In addition to his responsibilities for chairing the Board, the Chair also carries out outreach and fund raising activities. In carrying out these activities, the Chair acts at the direction of the Board and in close consultation with the Executive Director of REF.

**Duties:**

- Manage REF staff so as to ensure the right balance of skills and knowledge and to motivate and support staff for better performance.
- Solely responsible for managing the staff and has full responsibility for the daily operation of REF
- Plan for and oversee the development of the foundation in Romania and any new foundations in other countries as approved by the Board in consultation with the Chair
- Plan and manage REF's budget
- Develop strong collaborative links with all stakeholders, including those involved in the Decade of Roma Inclusion
- Ensure, through the Chair of the Board and other staff, that REF is represented effectively externally, so as to promote REF's demonstrated successes and to advocate for improved educational outcomes for Roma
- Provide timely and clear advice to the REF Boards, in the role as Secretary
- Ensure all REF decisions and actions are taken in line with existing policies and that accurate and complete records are kept
- Sustain the independence, objectivity and integrity of REF and its programmes