

VUMBUZI IMPACT AFRICA (VIA) FOUNDATION

Terms of Reference (ToR)

Position: Chief Executive Officer (CEO)

Location: Kigali, Rwanda

Employment Type: Full-time

Effective Date: January 2026

Background

Vumbuzi Impact Africa (VIA) Foundation is a common-benefit foundation registered in the Republic of Rwanda, dedicated to advancing locally led forest and landscape restoration (FLR) investment across Africa. VIA Foundation unlocks the potential of local organizations, known as Restoration Champions, who are restoring degraded land and livelihoods across the continent.

VIA Foundation operates as a highly efficient financial intermediary, providing grants, investments, and on-the-job capacity-building services to non-governmental organizations, enterprises and community organizations, for the restoration and improved valuation of land. Its work focuses on four main areas:

1. **Grant Funding** – channeling capital to locally-led restoration projects;
2. **Portfolio Management** – supporting restoration champions to deliver measurable outcomes;
3. **Project Monitoring and Reporting** – collecting, synthesizing and analyzing progress data, field-verifying, and communicating results; and
4. **Outcome Finance Innovations** – mobilizing and deploying results-based financing instruments to scale restoration that blend philanthropic, private, and public capital.

VIA Foundation collaborates with strategic partners including the World Resources Institute (WRI), Realize Impact (RI), and One Tree Planted (OTP) through the TerraFund for AFR100 partnership, a major vehicle to finance locally led restoration.

Under the VIA Foundation Charter, WRI serves as the Foundation's Guardian, ensuring adherence to its founding purpose, fiduciary integrity, and compliance with all applicable Rwandan laws. VIA Foundation's work directly contributes to the AFR100 Initiative and Objectives, as well as the broader African and global restoration movement, including the Bonn Challenge.

Purpose of the Position

The Chief Executive Officer (CEO), who also serves as the Executive Secretary (ES), provides overall strategic, operational, and financial leadership for VIA Foundation.

In alignment with the goals and targets set by the Board of Directors, the CEO ensures effective implementation of VIA Foundation's mission and strategy through strong results-oriented management, oversees all programs and operations, manages staff and partnerships, and represents the Foundation externally.

As the primary executive and accounting officer, the CEO stewards VIA Foundation's institutional growth, financial sustainability, and compliance under the guidance of the Board of Directors.

Reporting and Supervision

The CEO reports directly to the VIA Foundation's Board of Directors. In fulfilling the Foundation's objectives, the CEO works in close consultation with the VIA Foundation Board and in close collaboration with VIA Foundation's Guardian, WRI, which ensures that VIA Foundation's operations remain aligned with its founding principles, governance framework, and applicable Rwandan laws.

Key Responsibilities

1. Strategic Leadership and Management:

- Leads the implementation of VIA Foundation's Strategic Plan and annual work plans;
- Leads the development of strategic priorities institutional policies, budgets and workplans, and, where applicable, prepare these for Board decisions or endorsement to advance VIA Foundation's mission;
- Fosters a results-driven, innovative, and collaborative organizational culture; and
- Ensures strategic alignment between VIA Foundation's programs and broader regional and global restoration goals.

2. Program Oversight and Impact Delivery:

- Oversees the design, execution, and monitoring of VIA Foundation's portfolio, including TerraFund for AFR100 and facilities focused on financing restoration outcomes;
- Ensures quality implementation, reporting, and learning across programs and partners;
- Strengthens partnerships with technical and financial collaborators to enhance impact and scale; and
- Promotes evidence-based programming through robust monitoring, evaluation, and reporting systems.

3. Resource Mobilization, Donor Engagement and Partnership Development:

- Leads the development and implementation of VIA Foundation's resource mobilization strategy;
- Builds, maintains, and enhances strong relationships with donors, investors, and strategic partners;
- Oversees the identification of opportunities, proposal development, grant management, and donor reporting, and;
- Represents VIA Foundation in national, regional, and global forums to enhance visibility and credibility.

4. Institutional Governance and Compliance:

- Serves as the primary liaison with the Board of Directors and ensures timely and effective implementation of Board decisions;
- Ensures VIA Foundation's compliance with all applicable Rwandan laws, donor requirements, and internal policies;
- Coordinates timely submission of Board papers and other relevant background documents, reports, and statutory filings;
- Maintains an open and collaborative relationship with WRI as the Foundation's Guardian; and
- Upholds the highest standards of integrity, transparency, and accountability, both internally with VIA Foundation and the Board of Directors, and externally with institutional partners, donors, and investors.

5. Finance, Administration, and Risk Management:

- Oversees financial planning, budgeting, and reporting in line with VIA Foundation's policies and donor standards;
- Ensures sound internal controls, risk management, and prudent financial stewardship;
- Supervises procurement, audit, and administrative processes to ensure operational and delivery efficiency;
- Oversees management of VIA Foundation's assets, contracts, and financial obligations; and
- Strives for efficiency and encourages and enables the use of technology, partnerships, and standardized operating procedures.

6. People and Organizational Development:

- Provides leadership and mentorship to VIA Foundation staff, fostering a culture of inclusion, excellence, and accountability;
- Oversees recruitment, performance appraisal and management, and career development;
- Builds a cohesive team structure that supports empowerment of staff, innovation, learning, professional growth, and collaboration; and
- Promotes staff well-being, diversity, and gender and youth equity in the workplace.

Expected Deliverables / Key Performance Indicators (KPIs):

- Annual strategy and operational plan and budget approved by the Board, shared with the Guardian, and reported in Quarterly Board meetings;
- High-quality implementation and reporting of VIA Foundation's program portfolio;
- Diversified and sustainable resource base secured;
- Full compliance with legal, financial, and donor obligations;
- Positive staff engagement and retention, with measurable institutional growth; and
- Strengthened institutional reputation, visibility, and collaboration with WRI and other partners.

Qualifications and Experience:

- Master's degree or higher in Development Studies, Environmental Management, Economics, Business Administration, or related field;
- Established leader with demonstrated experience in thought leadership and high-level stakeholder engagement across public, private, and philanthropic spheres;
- Minimum of 10 years of progressive leadership experience, ideally within a foundation, NGO, relevant IGO, or impact finance institution;
- Fluency in English is required, and additional proficiency in French is preferred.
- Proven track record in strategic management, fundraising, program implementation, and stakeholder engagement;
- Strong understanding of restoration finance, sustainability, and organizational governance;
- Excellent leadership, communication, and interpersonal skills;
- High integrity, sound judgment, and commitment to VIA Foundation's mission and values; and
- Experience in work process efficiency and use of AI is a plus.

Contract Duration and Terms

This is a full-time position based in Kigali, Rwanda. Remuneration and benefits shall be competitive and commensurate with experience, in line with VIA Foundation's HR policies.

Application Process and deadline

Interested and qualified candidates are invited to submit their application through [this form](#) and include: cover letter and resume to VIA Foundation. The Resume should include your name, email, phone number, and address.. Only shortlisted candidates will be contacted.

Applicants must already have legal authorization to work in Rwanda. VIA Foundation will not sponsor or finance work permit applications.

Applications are due by 23:59 CAT on January 07, 2026. Late applications will not be considered.