

# Job Description: Head of Operations for Melting Pot Foundation, Morocco at Um Mami Culinary Center in Marrakesh



Copenhagen, July, 2023

Position: Head of Operations with responsibility for Financial Management

Location: Morocco, Marrakesh

About the Melting Pot Foundation:

The Melting Pot Foundation is a Danish NGO based in Copenhagen, with the charitable purpose of driving **SOCIAL CHANGE THROUGH CULINARY ENTREPRENEURSHIP**.

We believe in the concept of unconditional hospitality; that, as humans and as organizations, it is our job to assume growing responsibility for others and the world. Sharing the practice of cooking delicious, sustainable food and serving it with kindness may represent a silver bullet that can unfold significant personal, social, and environmental potentials.

Our **VISION** is the fundamental idea that every human being can become a source of progress and hope for others. No one should be left behind. We believe in culinary entrepreneurship as a lever to unfold both personal and social potentials.

Our **MISSION** is to create sustainable social change through food-based initiatives which have healthier people, more resilient communities, better employment opportunities, and the empowerment of young people as a recurrent outcome.

## About Um Mami Culinary Centre (UMCC) in Morocco:

UMCC pays tribute to the rich Moroccan cooking tradition passed on from generation to generation for centuries. The Um Mami Project trains Moroccan youth in becoming chefs and culinary entrepreneurs. In the pilot phase of the Um Mami project, 100 young Moroccans attended eight-week training courses organised by prominent Danish chefs from Meyers, whereafter the youth were linked with relevant job or internship opportunities. Um Mami works to inspire a new generation of chefs and culinary entrepreneurs in Morocco:

The pilot phase of the Um Mami Project ended in June 2023. The results from the pilot phase have been so promising that the Melting Pot Foundation and its partners have agreed to pursue opportunities for continuing and further scaling the Um Mami project.

## The new phase that runs from July 2023 to June 2027 will consist of three strategic pillars:

1. Young people obtain market-responsive technical skills, knowledge of finding employment, and greater access to the labour market skills to enter the labour market from a viable Um Mami Culinary Centre
2. Provide young people with entrepreneurial skills to develop business plans and pursue their own businesses in the culinary sector
3. Inspiring and facilitating the green transformation of the culinary sector in Morocco

## Melting Pot Fonden

C/o Meyers Madhus  
Nørrebrogade 52C 2th  
DK-2200 København

CVR/VAT 33770758

## Contactperson

Kamilla Bjørn Drøidal  
kbd@meltingpotfoundation.org  
+45 51398249

The Melting Pot Foundation was founded by Danish food entrepreneur Claus Meyer in 2010 with the aim to improve the quality of life for vulnerable and marginalized people and to drive social change, through initiatives that have food, craft of cooking and entrepreneurship as recurrent elements. The Foundation's work is focused on the following areas: (i) To drive social change and combat poverty through initiatives related to food and hospitality; (ii) to use education in food and cooking and culinary craft as instruments to inspire incarcerated people to choose a life without crime; and (iii) to break picky eating habits of children and strengthen their ability to influence sustainable and healthy food choices.

[www.meltingpotfoundation.org](http://www.meltingpotfoundation.org)

## Responsibilities:

### 1: Financial Management

- Implement financial strategies, policies, and procedures to ensure sound financial management and compliance with regulatory requirements.
- Prepare and manage the annual budget, forecasts, and financial plans in collaboration with the executive team in Copenhagen and the Culinary Director.
- Monitor and analyze financial performance, providing weekly/monthly reports to the management team in Copenhagen.
- Oversee cash flow management, including cash flow projections and working capital optimization
- Ensure accurate and timely financial and narrative reporting, including the preparation of financial statements and relevant documentation for all formal reporting (tax, social security, etc) and audits.

### 2: Grants and Funding

- Lead the process of identifying and pursuing funding opportunities, including international and national grants, sponsorships, and partnerships, to support Melting Pot Morocco's current and future projects and initiatives.
- Prepare high-quality grant proposals, budgets, and financial reports for funders (eg. Danish Ministry of Foreign Affairs and our partner Plan Bornefonden) ensuring compliance with donor requirements.
- Establish and maintain strong relationships with existing and potential donors, promoting transparency, accountability, and effective communication.

### 3: Operations Management

- Develop and implement efficient operational processes and procedures to support Melting Pot Morocco's programs and projects.
- Collaborate closely with project partners and closely monitor their involvement in the center's activities
- Develop new technical partnerships to expand the center's activities
- Collaborate closely with Culinary Director and Country Director (based in Denmark) to ensure effective project planning, execution, and evaluation.
- Monitor project budget and financial performance, providing guidance to relevant internal stakeholders on financial and operational matters.
- Assess and mitigate operational risks, ensuring compliance with relevant legal and regulatory frameworks.
- Ensure accurate and timely reporting on operations to all statutory bodies and agencies in respect of Melting Pot Morocco's legal registration.
- Responsible to establishing an accreditation process for the education and obtain accreditation

### 4: Team Leadership and Development

- Provide leadership and guidance to the administrative team, fostering a culture inspired by the Melting Pot Foundation in Denmark in close collaboration with the Country Director – with a focus on accountability, collaboration, and continuous improvement.
- Recruit, train, and mentor administrative staff, promoting their professional development and growth.
- Foster a positive work environment that encourages creativity and innovation, and teamwork.

**Requirements:**

- Master's degree or other relevant education in finance, Accounting, Business Administration, or a related field.
- Proven experience in a senior financial management role, preferably within the non-profit sector or a similar context.
- In-depth knowledge of financial management – planning, budgeting, and reporting processes.
- Strong understanding of financial regulations, compliance requirements, and best practices in Morocco.
- Experience in grant management, including proposal writing and financial and narrative reporting to donors.
- Excellent analytical, problem-solving, and strategic thinking skills.
- Solid understanding of operations management principles and practices.
- Exceptional leadership and team management abilities.
- Excellent communication and interpersonal skills, with the ability to engage and collaborate effectively with stakeholders at all levels.
- Fluency in English and Arabic and French.
- Passion for the foundation's mission and commitment to social development.

We are seeking a dedicated individual who is eager to contribute to the growth of a small yet ambitious international NGO. As the Head of Operations, you will assume overall responsibility for our organisation's administration, including the establishment of a new team and the implementation of efficient administrative systems. This role requires multitasking abilities and a proactive approach to addressing various tasks as they arise. Since we are in the initial stage of building up our NGO in Morocco, you should thrive in a youthful and dynamic environment. While having an interest in food and culinary entrepreneurship is advantageous, your foremost qualities should lie in your exceptional organisational skills and your drive to develop and manage our administrative processes. Maintaining a positive and proactive mindset is crucial as you will collaborate with a multifaceted range of stakeholders from Morocco and Denmark.

If you are motivated to make a meaningful impact within an international NGO, we encourage you to apply. Join our team and take on the responsibility of developing and running our administration, shaping the future success of our organization.

**Application Instructions:**

To apply for this position, please submit a comprehensive CV, a cover letter detailing your suitability for the role, and contact information for three professional references to CEO, Kamilla Bjørn Drøidal at [kbd@meltingpotfoundation.org](mailto:kbd@meltingpotfoundation.org). Please indicate "Head of Operations Application" in the subject line.

**The application must be in English.**

**Deadline: August 6<sup>th</sup>, 2023.**

**Governance:**

The Melting Pot Foundation (MPF) headquarter is in Denmark.

Linked to the pilot project, MPF Morocco was established as a non-commercial organisation. Considering new ambitions in terms of income-generating activities, the most optimal registration is still being explored.

For the next phase of the Um Mami project, the governance structure will be strengthened with a professional board assuming a proper oversight role. It will be ensured that the formal registration of Um Mami matches the activities that are foreseen. Opportunities for setting up a youth sounding Board are being explored.

