

CATALYST EAST AFRICA

CALL FOR BOARD DIRECTORS

Help strengthen grassroots organisations across East Africa

POSITIONS	LOCATION	APPLICATION DEADLINE
Up to 4 non-executive directors	Entebbe/Kampala/Lira or online	5 November 2026

Make a meaningful contribution to accountable development

Catalyst East Africa (CEA Community Alliance Ltd), a registered not-for-profit organisation based in Entebbe, Uganda, invites applications for up to four (4) voluntary, non-executive director positions. Since 2014, CEA has helped NGOs, community-based organisations, foundations and social enterprises strengthen their governance, financial systems, evidence and documentation so they are better prepared to meet institutional funders' requirements.

As CEA's membership and programme work grow, we are building a stronger and more diverse Board. We are seeking people who bring sound judgement, integrity and relevant expertise to help guide our strategy, safeguard our independence and strengthen our impact. Appointments will be made against a skills matrix to ensure the Board has the capabilities it needs.

What you will contribute

As a Board member, you will provide strategic direction and oversight not manage day-to-day operations. You will:

- Set and review CEA's strategy, annual plan and budget.
- Oversee financial stewardship, including review of accounts and approval of the income and expenditure policy.
- Help ensure CEA meets its legal, regulatory and reporting obligations in Uganda.
- Safeguard CEA's reputation and commitment to preparing organisations for funding without claiming influence over funders.
- Support the Chief Executive Officer and operations team, and hold management accountable for performance.
- Lead or contribute to a Board committee in your area of expertise.
- Act as an ambassador for CEA and help build relationships with partners, members and relevant experts.

Skills and experience we are seeking

You do not need to meet every criterion. We welcome applicants with strong experience in one or more of the following areas:

SKILL AREA	WHAT YOU WOULD BRING	PRIORITY
Finance and audit	Qualified accountant or finance professional; able to interpret accounts, oversee budgets and contribute to or chair a finance/audit committee.	High
Legal and governance	Experience in company, NGO or regulatory law in Uganda, Board governance or compliance.	High
Fundraising and development finance	Experience with institutional donors, foundations, impact investors or grant management.	High
NGO and community sector	Leadership experience in an NGO, CBO or social enterprise in East Africa.	Medium
Monitoring, evaluation and learning	Experience designing results frameworks, strengthening evidence and improving reporting.	Medium
Digital, technology and data	Knowledge of systems, data protection or digital tools suitable for small organisations.	Medium
Business and enterprise	Experience running or advising businesses, or developing membership and commercial models.	Medium
Marketing and partnerships	Experience in communications, brand development, stakeholder engagement or partnership building.	Low

We also value lived experience of the communities our members serve. Women, young professionals and people based outside Kampala and Entebbe are particularly encouraged to apply.

Who can apply

- You are at least 18 years old and legally eligible to serve as a company director in Uganda.
- You share CEA's commitment to integrity, accountability and well-governed development work.

- You can commit the time required for the full term and attend meetings in Entebbe/Kampala or reliably online.

Time commitment and term

Board meetings	Four meetings per year, approximately 2–3 hours each; held in person in Entebbe/Kampala or online.
Preparation	Read Board papers in advance of each meeting.
Committee work	Approximately 2–4 hours per month, depending on the committee.
Term	Five years, renewable once.
Induction	One induction session during the first month.

Independence and conflicts of interest

To protect CEA’s independence and public trust:

- You must disclose any interest in organisations that are, or may become, CEA members, clients, suppliers or funders.
- Directors may not receive paid work from CEA, directly or through a business they own or are connected to, unless the Board approves it under the applicable related-party rules. The director concerned must not participate in that decision.
- Directors must not use their position to promise funding or access to funders for any organisation.
- Current CEA employees and freelancers are not eligible for these positions.

All appointments are subject to reference checks and a signed declaration of interests.

What the role offers

These are voluntary, unpaid directorships. CEA pays staff responsible for operations, while the Board provides independent oversight. Directors will receive:

- Reimbursement of reasonable, approved out-of-pocket expenses for meeting travel and agreed CEA business, in line with CEA’s expenses policy.
- A structured induction and Board pack.
- An opportunity to shape how grassroots organisations across East Africa become funder-ready.
- Board-level experience in a growing regional organisation.
- A professional network spanning Uganda, East Africa and the UK.

How to apply

Email your application to admin@catalysteastafrica.org by 5 November 2026. Use the subject line “CEA Board Application [Your Name]”. Please include:

1. Your CV.
2. A cover letter explaining why you want to join CEA’s Board, the relevant skill areas you bring (with examples), and any interests you would need to declare.
3. The names and contact details of two referees. They will not be contacted without your permission.

Selection process and timeline

Application deadline	5 November 2026
Shortlisting	Against the skills matrix by a nominations panel of current directors, within five days of the deadline.
Board conversation	An informal conversation with the Board, in person or online, within seven days of shortlisting.
Checks	Reference and declaration-of-interest checks.
Appointment	Board approval and completion of formal filings.
Induction	Planned for 1 January 2027.

READY TO HELP GRASSROOTS ORGANISATIONS GROW STRONGER?

Apply by 5 November 2026 | admin@catalysteastafrica.org

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