



TrustBridge
global

MAKING
GLOBAL
GIVING
EASY



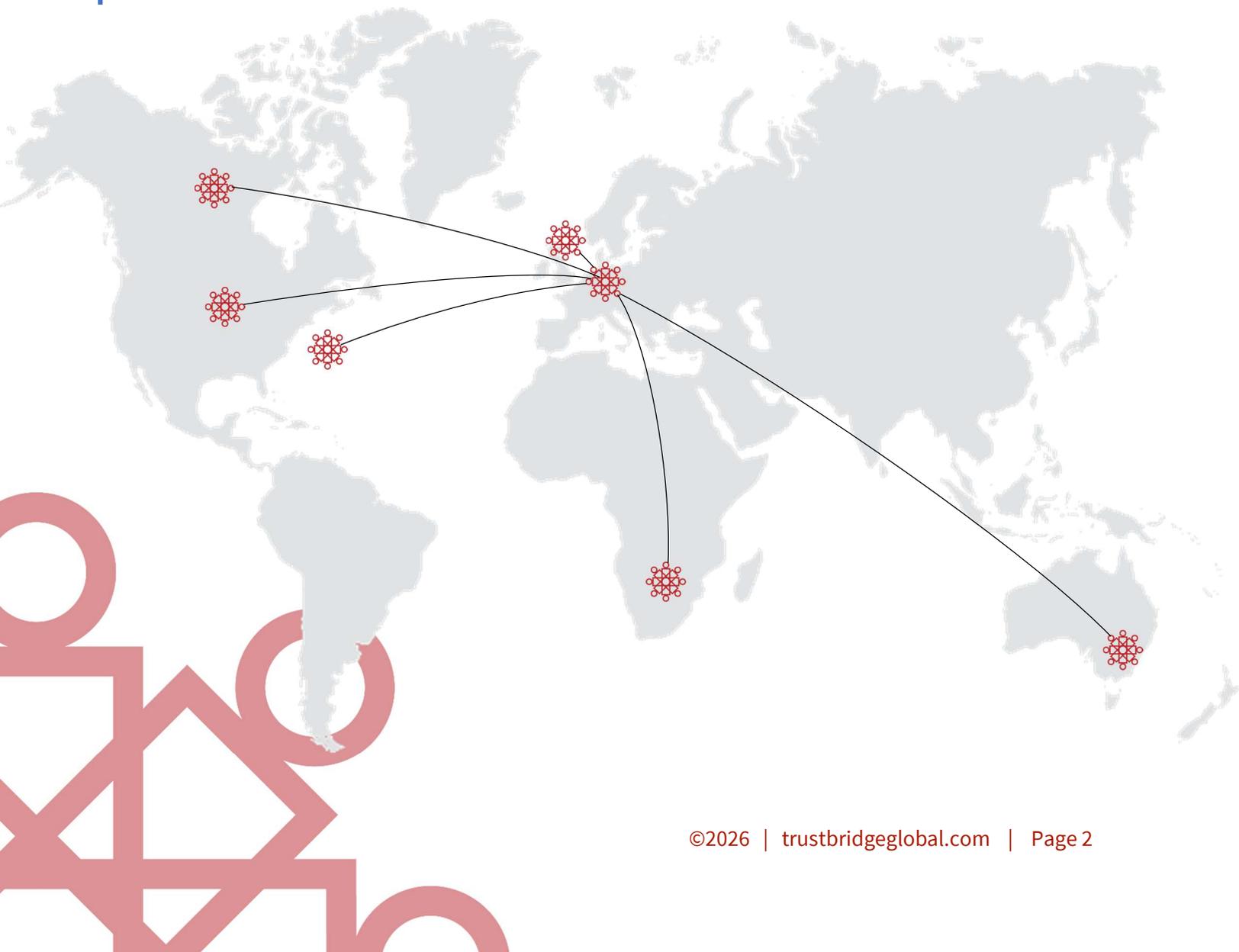
MAKE YOUR
IMPACT ON
THE WORLD

Kenya Country Manager

TrustBridge Global Foundation is a grant-making foundation based in Switzerland. We receive donations from individuals and entities all over the world and process and send grants to charities almost anywhere.

OUR MISSION IS TO **MOBILISE RESOURCES**
BY **MAKING GLOBAL GIVING EASY.**

WE DO THIS BY CREATING A **GLOBAL**
NETWORK OF GENEROUS COMMUNITIES.



Imagine anybody giving to any charity anywhere with just a few clicks. We believe that radically improving cross-border giving will change the world.

OUR VISION IS THAT **CHARITIES EVERYWHERE** HAVE ALL THEY NEED TO **ACCOMPLISH THEIR MISSION.**



There are trillions of dollars, euros, and yen in the hands of generous people around the world, more than enough to make a significant difference in the lives of people around the world – TrustBridge will get those resources moving.





Put People First

The world tells us that we need to decide between benefiting ourselves or benefiting others. In all situations, we will choose to apply the Golden Rule and treat others as we would like to be treated. We put people first and lean into generosity. People are more important than dollars.

Trust Our People to Act

We believe in our people – their gifts, skills, and worth – and therefore we trust our people. We are self-starters and take action without waiting to be told. But not necessarily on our own – we listen and collaborate. We provide everyone with the training, strategic clarity, and radical information sharing necessary to make wise decisions.

Find a Way to Say Yes

Our team is comprised of some of the smartest, most gifted people around. We believe our clients deserve maximum effort and creativity applied towards the accomplishment of their goals. While we always need to consider costs and potential risks, we should exhaust every reasonable alternative before we say “no, we can’t do it”.

Move as Fast as Possible, but Not Faster

In serving clients, time is of the essence. Non-profit charities should not operate at a lower standard than for-profit businesses. We strive for world-class responsiveness to client needs, while not compromising compliance with applicable laws and regulations, or our standard of excellence. Additionally, as we innovate, we move those solutions into production with real world urgency.

TrustBridge maintains a globally distributed workforce with team members in Switzerland, the United States, India, Malaysia, the Philippines and more.

THE FOLLOWING OPPORTUNITY IS FOR A **KENYA COUNTRY MANAGER** WITH A FOCUSED SET OF RESPONSIBILITIES.

INTRODUCTION

TrustBridge is a globally distributed organization with team members across Europe, the United States, the Philippines, and other regions. As we continue to grow, we are establishing a regional presence in Kenya that is expected to scale into a team of 20 to 30 or more professionals.

We are seeking an entrepreneurial **Country Manager**, engaged as an independent contractor, to lead the launch and build-out of our Kenya operations. This individual will be responsible for establishing the local office, setting up the appropriate operational and legal framework, recruiting and developing a high-performing team, and serving as the senior leader for the region.

This role is not a maintenance position. It is a build-and-scale mandate. The right candidate will combine strategic leadership with hands-on execution, strong operational discipline, and the maturity to operate with significant autonomy. The Country Manager will work directly with the CEO and global leadership to ensure the Kenya office becomes a strong, aligned, and high-impact part of the broader TrustBridge organization.

If you are motivated by the opportunity to build something meaningful from the ground up and lead a growing team with global impact, we encourage you to apply.

DESIRED OUTCOMES

Someone excelling in this position will:

1. Establish a Fully Operational Kenya Office
Lead the successful setup of the Kenya entity, including legal structure, compliance, operational systems, and infrastructure required to support a growing team.
The outcome is a legally compliant, operationally sound, and scalable regional office that integrates seamlessly with global operations.
2. Build and Develop a High-Performing Team
Recruit, onboard, and develop accountants, customer service professionals, software engineers, and other key personnel. Create clear expectations, accountability structures, and alignment with the global corporate culture.
The outcome is a productive, aligned, and continuously improving team capable of delivering high-quality work with minimal oversight.
3. Provide Strong, Mature Leadership
Serve as a confident decision-maker and thoughtful leader who fosters professional growth, accountability, and integrity across the office.
The outcome is a stable, motivated team that performs at a high level and contributes meaningfully to the company's global growth.
4. Operate with High Autonomy and Ownership
Take full responsibility for delegated areas without requiring micromanagement. Exercise sound judgment and proactive communication with senior leadership.
The outcome is increased executive bandwidth and confidence that regional operations are advancing strategically and responsibly.
5. Ensure Financial and Operational Discipline
Oversee budgeting, expense management, reporting, and operational controls. Implement systems that promote efficiency, transparency, and accountability.
The outcome is strong financial stewardship, optimized expenses, and measurable operational performance.
6. Establish Policies and Process Excellence
Design, implement, and continuously refine policies, procedures, and internal controls that support scale and quality.
The outcome is consistent, repeatable processes that reduce risk, improve productivity, and support sustainable growth.

7. **Maintain Regulatory and Tax Compliance**
Research and manage tax, employment, and regulatory requirements necessary to establish and maintain operations in Kenya.
The outcome is full compliance with local laws and regulations, minimizing legal and operational risk.
8. **Drive Continuous Improvement**
Identify operational bottlenecks, personnel challenges, and client service issues, and implement practical solutions.
The outcome is measurable improvement in efficiency, quality, and client satisfaction.
9. **Model Spiritual and Professional Integrity**
Demonstrate personal maturity, integrity, and consistent alignment with biblical principles in leadership and daily conduct.
The outcome is a culture grounded in integrity, spiritual leadership, and moral clarity that reflects the organization's values.
10. **Add Direct Professional Value Where Possible**
When appropriate, contribute directly in a professional capacity such as accounting, software engineering, or other technical disciplines.
The outcome is increased operational leverage and practical leadership that earns credibility through contribution.

JOB SUMMARY

The **Country Manager** serves as the senior leader of TrustBridge's Kenya operations and reports directly to the CEO. As an independent contractor, this role is responsible for leading, scaling, and overseeing all regional activities in alignment with global strategy.

Key Responsibilities

- Providing executive leadership to the Kenya office, including oversight of staff, budgets, systems, and day-to-day operations.
- Establishing and refining policies, procedures, and internal controls to support scale and operational excellence.
 - Overseeing recruitment, onboarding, performance management, and professional development of team members.
 - Managing financial performance, including budgeting, expense optimization, and operational efficiency.

- Evaluating and improving operational processes and financial outcomes.
- Preparing reports and strategic updates for executive leadership.
- Identifying and resolving operational, personnel, client service, and regulatory issues.
- Documenting and institutionalizing operational knowledge and best practices.
- Providing spiritual leadership within the office through prayer, biblical teaching, and personal example. Prays regularly with the team and personally for the clients and ministries served by TrustBridge.
- Demonstrating consistent personal, spiritual, and professional maturity, and integrating biblical principles into leadership and daily conduct.
- This role requires strategic thinking, operational discipline, and hands-on execution in a growing and evolving environment.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Proven experience as a General Manager, Country Manager, or similar executive leader with full operational responsibility.
- Strong understanding of core business functions, including management, finance, and human resources.
- Demonstrated experience in planning, budgeting, and financial oversight.
- Outstanding leadership and people management skills, with the ability to recruit, develop, and retain high-performing teams.
- Strong analytical and problem-solving capabilities, including the ability to diagnose operational and financial issues.
- High attention to detail and accuracy, particularly in financial and operational matters.
- Excellent verbal and written communication skills.
- Ability to operate independently with a high level of ownership and accountability.
- Strong organizational skills and the ability to manage multiple projects in a deadline-driven environment.
- Demonstrated initiative and capacity to quickly master new technical or regulatory areas.
- Ability to work effectively both independently and collaboratively within a global team structure.
- Commitment to integrity, strong moral character, and alignment with biblical values.
- Continuous learner mindset with a commitment to ongoing professional growth.

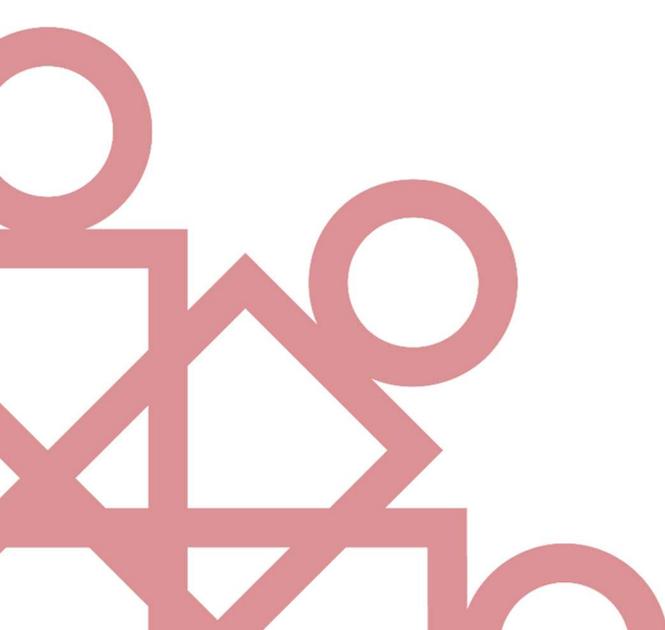
EDUCATION, TRAINING, AND EXPERIENCE

- MBA or equivalent advanced business education preferred.
- Demonstrated executive-level experience managing multi-functional teams.
- Experience with both for-profit and nonprofit governmental filings preferred.
- Familiarity with charitable organizations, family foundations, and high-net-worth individual matters preferred.
- Proficiency in financial analysis tools and spreadsheet applications, including advanced functions such as pivot tables, lookups, and financial modeling.
- Relevant professional certifications or advanced training in finance, accounting, operations, or management are advantageous.

WORK ENVIRONMENT AND MENTAL REQUIREMENTS

- Work schedule is expected to substantially overlap with European and U.S. Eastern Time zones, typically approximately 1300 to 2200 local time.
- Role is primarily computer-based and requires extended periods of focused analytical and operational work.
- Ability to communicate effectively, compile and prepare reports, maintain documentation, and manage digital records.
- Capacity to work extended hours when required during peak periods or critical operational moments.
- Availability to address urgent matters outside of standard working hours when necessary.
- Ability to operate effectively under pressure while maintaining sound judgment and professionalism.

Contact (recruiting@trustbridgeglobal.com) to find out more.



A photograph of a sharp, snow-capped mountain peak against a blue sky with scattered white clouds. The mountain is the central focus, with its peak reaching towards the top of the frame.

GIVING | IMPACT | GLOBAL