



# Complete Job Description

**Position Title:** Executive Director

**Reports To:** The Board of Directors

**Compensation and Benefits:** TBD commensurate with experience and qualifications

**Commitment Expectation:** Minimum 3 years

**Closing date:** August 15, 2019

## Working Conditions

- Enjoys an extensive amount of global travel and working across time zones
- Comfortable working across cultures and with a high degree of cultural sensitivity
- Working from a home office environment with a global online 1.5 FTE staff and global team of highly qualified volunteers

## Position Summary

The Executive Director (ED) is responsible for the overall management and execution of strategic direction of all operational, financial, program planning, fundraising and marketing efforts of the Charter for Compassion (CFC). The ED is the primary liaison with the Board, working collaboratively to develop and implement the organization's vision, mission, values, and goals. The ED holds and executes primary responsibility for developing and implementing strategic fundraising plans as a priority for the first year in position. The ED is responsible for growing and maintaining collaborative relationships with other institutions and nonprofit agencies and Charter Partners.

## Professional Qualifications

- Equivalent practical experience or degree in business, public policy, or a related field or as demonstrated by effectiveness in building organizational success.
- 7 – 10 years of progressively responsible management experience in a business social service, community development, or equivalent organization.
- Demonstrated capability in networking, operations, public speaking and marketing.
- Current knowledge of legal requirements regarding nonprofits will be considered an asset.
- Familiarity with current information technology systems and applications.
- Exceptional interpersonal, communication, organizational, and strategic planning skills.
- Cultural awareness and sensitivity with a demonstrated commitment to growing the value of compassion globally.
- A keen interest and ability to travel internationally.
- A honed entrepreneurial spirit with a passion for organic growth, action-oriented, innovation and risk taking.
- Previous success working with a Board of Directors/Trustees with the ability to cultivate existing board member relationships is considered an asset.

- Knowledge of fundraising strategies and donor relations unique to nonprofit sector is an asset.

## **General Responsibilities**

### **LEADER**

*Organizing, inspiring and managing the performance of staff and volunteers to meet operational requirements in support of the Board of Directors strategic goals.*

- Lead and facilitate execution of Charter for Compassion (CFC's) vision, mission, and strategic plan.
- Provide inspirational leadership to energize, engage and motivate staff, community partners and volunteers to ensure consistency with mission and to meet strategic objectives.
- Recruit and manage a powerful and talented staff compliment, both paid and volunteer, connecting people with appropriate opportunities for service.
  - Works cooperatively and in tandem with highly dedicated, accomplished and homogenous volunteer staff.
  - Maintain staffing and job descriptions for paid staff, consultants and volunteers.
  - Select, direct, delegate to, and coach key staff and volunteers.
  - Ensure that all staff and volunteers receive appropriate orientation, training, and support to carry out their responsibilities.
  - Attentively, and with deep appreciation, monitor staff morale and teamwork, recommending adjustments to policy, structure, or procedures to ensure a positive and productive working environment.
- Establish, maintain and demonstrate high standards of performance, and commitment to honesty and ethical standards and practices.
- Excellent written and oral communication skills; skilled as a persuasive and passionate communicator with strong relational and ability to work on multidisciplinary projects simultaneously.
- Serve as key staff liaison to the board.

### **AMBASSADOR**

*Serving to generate exposure for the CFC brand, you will be the face and voice of the Charter. An expectation of professionalism, warmth, courage and enthusiasm through speaking engagements, networking and responding empathetically to humanitarian crises.*

- Participate in responding to crisis humanitarian situations.
- Represent the CFC at national and international conferences, conduct workshops, webinars and events that specifically promote the CFC.
- With the board, promote CFC initiatives including Compassionate Cities, Education and Partner Sectors.
- Working with strategic partners, enhancing existing partnerships and seeking out new opportunities and partners that can build on the mission and vision of the Charter, including building and implementing MOUs.
- Meet with new Compassionate City individuals/teams to help create next steps and sustainable action plans and follow through.
- Facilitate established Compassionate City team meetings.

- Provide support to Compassionate City initiatives.
- Contact and set up meetings between benchmark Compassionate City Programs.
- As necessary, work with strategic partners to orchestrate school programs for adoption by new and existing Compassionate Cities.
- Facilitate intra- and inter-country calls and webinars, including linking partners with local Compassionate Cities.

## **OPERATIONS**

*Responsible for effective administration of operations by overseeing, managing and maintaining systems to support the infrastructure of the CFC.*

- Present the Executive Director's Report to the Board monthly, including all relevant financial and program data.
- Build and maintain systems to support the work of the CFC, ensuring fiscal and programmatic accountability to the Board.
- Maintain all financial records and liaise with bookkeeper monthly.
- Write or participate in the writing of letters of agreement as needed and Memos of Understanding.
- Write and publish Annual Reports.
- Oversee the budget and financial practices of the organization with Board Treasurer.
- Lead a three-year fiscal planning process, develop an annual budget for approval by the Board, and ensure that adequate systems and audits are in place to support a responsible and conservative fiscal policy.
- Manage software and platforms for the Charter (AcyMailing, Asana, BeFunky, CiviCRM, CommitChange, Doodle, Dreamstime, DropBox, Excel, GoogleCalendar (Shared), GoogleDocs, GoogleDrive, Joomla, Keynote, medium.com, Monday.com, OneDrive, Outlook, Power Point, Pixlr, Ruzuku, Slack, Word, Zoom)

## **FUNDRAISER**

*Expand global revenue generating and fundraising activities and strategies to support CFC operations.*

- Collaborate with foundations and other institutional funders to identify CFC programs that are aligned with the objectives of their granting programs; write grant requests, report on the results.
- Create a broad and diverse funding platform for CFC, relying on many different foundations and individuals, with an emphasis on leveraging new sources of financial support.
- Build and manage a network of sustainable key donors.
- Use external presence and relationships to garner new opportunities.
- Build and manage fundraising strategies and tactics, including but not limited to grant writing, drawing on your network, making presentations to funders and foundations, and leveraging large fundraising events.
- Apply for smaller grants.