



## Executive Director

### Organizational Background

**Mission:** A Family for Every Orphan is a Christian organization that helps orphans find loving families in their home countries.

**Vision:** Our vision is a WORLD without orphans, *because children belong in families.*

**Purpose:** 1) Increase the number of children raised by loving, healthy families 2) Transformation of individual lives because of Christ's love tangibly exemplified by the love of families.

**Strategy:** A Family for Every Orphan (AFFEO) partners with leaders and countries that are most advanced and strategic in helping their respective nations transition from institutional to family-based care for children. The countries with which we partner have leadership teams of the highest quality and possess the most capacity to advance best practice models of family care for parentless children in their region, continent, and throughout the world.

**Position Type:** 15-30 hours per week

**Salary:** \$2,700 - \$5,400 per month

**Location:** Remote

**Deadline:** 03/31/2021

**Benefits:** None

### Job Summary

A Family for Every Orphan is a successful non-profit organization involved in helping orphans find loving homes in their home countries. We are seeking an Executive Director who is experienced with non-profit organizations and is passionate about the orphan care movement around the world. In this role, the Executive Director will often times be the frontline representative of the organization working closely with the Board of Directors, staff, partners, foundations, and donors. The Executive Director should be personally aligned with our mission and vision and ensure the team members are aligned as well to successfully achieve our strategic objectives. Our organization is close-knit, and thus effective communication among all parties is critical. We are in search of an Executive Director to steward our organization into the next generation of orphan care.

## **Executive Director Responsibilities**

### Basics:

- Provide oversight and management for all staff members and regular volunteers in daily operations and program management
- Monthly all-staff calls, plus weekly calls with individual staff (as-needed)
- Coordination and execution of all Board meetings
- Along with assistance from the Board, provide strategic vision and direction for the organization and its partners around the world

### Financial:

- Regular calls/meetings with accounting team and Treasurer
- Spearhead development of annual budget and financial plans
- Work with the Director of Operations for approval of all financial transactions for the organization
- Work with Director of Programs and Grants to approve all program expenses
- Assist Director of Operations with the annual Audit

### Program:

- Work with Director of Programs and Grants to establish program direction/strategy
- Establish, maintain, and eliminate programs and services to achieve the organization's mission and goals
- May pursue any project that supports the board approved strategy and fits within the board approved annual budget
- Authority to establish organizational partnerships with the understanding that new partnerships will be presented to the board quarterly

### Communications:

- Manage/approve all communications, and assist operations staff (as needed) in writing, editing, design, including: Christmas appeal, Year-end giving campaign(s), Annual Report
- Provide (as needed) input to operations staff for refining system for donor relations/support- i.e. receipt letters, thank you cards, other materials/communication
- Assist Director of Operations in identifying needed materials

### Fundraising:

- Assist Board Chair in Fundraising Committee monthly meetings
- Maintain and develop donor/foundation relationships
- Provide oversight to Director of Operations and volunteer relationship manager on special projects (donor phone calls/emails)

#### Human Resources:

- Spearhead hiring, onboarding, and training process for any new staff. This will possibly include a Controller and a Grant Writer in 2021

#### **Qualifications**

- Bachelor's degree and/or Master's degree
- Professional experience with an emphasis in non-profit management. Professional experience managing and leading a team of people outside of the non-profit sector will be considered
- General computer literacy
- Demonstrated proficiency in organizational, managerial and communication skills
- Excellent writing skills, including marketing strategy and the ability to be the "voice" of the organization
- Strong relationship builder and communicator
- Demonstrates integrity and strives for excellence in his/her work
- Attention to detail with the ability to track and manage numerous projects and team members
- Ability to act efficiently on objectives with a short time frame
- Excellent judgment and discretion
- Demonstrated commitment to ethical business practice and the ability to generate trust and credibility with colleagues across all levels of the organization
- Self-starter with the demonstrated ability to work both independently and within a team
- Passionate about A Family for Every Orphan's mission and the ability to promote and communicate the philosophy, mission, and values of the organization to both internal and external stakeholders
- Ability to attend quarterly board meetings
- Available for travel (international and within the US) as needed. The amount of travel is likely to be low given the current state of affairs.
- Commitment to a long-term investment with A Family for Every Orphan
- Willingness to participate in and lead occasional meetings outside of normal business hours due to time zone differences of other staff and volunteers

#### **Desired Qualifications**

- Experience with grant writing for non-profits
- Experience in developing key donor and investor relationships that develop into principal gifts to the organization. Demonstrated ability to cultivate and develop personal and foundation relationships that culminate in significant principal gifts
- Professional experience in finance and communications (equivalent combination of education and experience may be considered)

**To apply**

Please send cover letter and resume, including where you learned of this position, to [resources@afamilyforeveryorphan.org](mailto:resources@afamilyforeveryorphan.org) by 03/31/2021.