



## Executive Director Job Description

October 2018

### Summary

The What If? Foundation is looking for its next Executive Director (ED). The ideal candidate will have experience working internationally in partnership with community-led initiatives, a fundraising background, an entrepreneurial attitude, and a growth-oriented mindset, as well as be an excellent communicator and passionate about our mission. This position will have overall strategic and operational responsibility for WIF's staff, partner relations, donor relations, program funding, and revenue growth, and will report to the Board of Directors.

### About Us

The What If? Foundation invests in the future of Haitian children living in poverty. Founded in 2000, we work in close partnership with the grassroots Haitian organization Na Rive to deliver food, education, and community support through funding programs that are transforming young lives in the Ti Plas Kazo community of Port-au-Prince, and beyond.

We are a small but mighty organization. We focus on one community in Port of Prince, yet our commitment and love for them runs deep. The programs we fund are Haitian-led and Haitian-run, which is why they are so effective. We believe in a culture of inclusiveness, warmth, thoughtfulness, nimbleness and hope.

### Qualifications

- A Bachelor's degree or equivalent experience.
- At least 5 years of senior management experience in a related field.
- Experience working internationally in partnership with community-led initiatives.
- An interest in Haiti and child development
- Strong record of fund development, setting and implementing fundraising strategy, and growing an organization's overall budget.

- Excellence in organizational management with the ability to coach staff, manage and develop relationships with different stakeholders, set and achieve strategic objectives, and manage a budget.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Solution-oriented approach, and experience working in a fast changing and highly collaborative environment.

### **Key Responsibilities**

- Recruit, train and support a strong Board of Directors, facilitating board involvement with strategic planning, fundraising, and financial and legal oversight.
- Ensure that Board members, staff, contractors, volunteers work in alignment to our mission, values, and goals.
- Lead the development of organizational, programmatic and financial plans, monitor progress, and lead corrective actions as necessary.
- Grow our donor base and annual income based on organizational goals, and lead and manage relationships with all major and strategic donors.
- Responsible for the fiscal integrity of the organization, ensuring it maximizes its resources, operates within budgets, maintains a positive financial position, and complies with applicable laws and regulations.
- Develop and present the annual budget for Board review and approval.
- Nurture the relationship with our partner Na Rive and source the information needed to support an effective collaboration. Willingness to travel to Haiti at least twice per year is highly recommended.
- Recruit and manage all staff and contractors, and ensure a welcoming and productive work environment
- Ensure that the Board is kept fully informed on the condition of the organization, alerting them to emerging challenges and opportunities.
- Facilitate and supervise volunteer work of Board members participating in WIF projects.
- Represent the organization and serve as spokesperson at fundraising events, conferences, and public relations opportunities.

### **Partnership with Na Rive**

The ED will initially develop a deep knowledge of the binational context in which the What If? Foundation operates, the dynamics of our partnership with Na Rive, our operations, and funding priorities. Candidates should have proven leadership, excellent communication skills, and relationship management experience. They should be action-oriented, adaptable, collaborative, and thoughtful to be successful in nurturing our partnership model.

### **Compensation and Terms**

- Annual salary and benefits commensurate with experience.
- 32 hours/week with possibility of working remotely some of the time.
- Generous holidays and PTO.

### **Applying for this position**

Please send your resume and a cover letter explaining your interest in the What If? Foundation and why you think you are a good fit for this role to:

[submissions@whatiffoundation.org](mailto:submissions@whatiffoundation.org)

*WIF is committed to fostering a diverse and inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, age, ancestry, national origin, citizenship, pregnancy, childbirth, marital status, physical or mental disability, medical condition, veteran status, gender identity, sexual orientation, or any other protected characteristic as established by applicable federal, state, or local law, and encourage anyone with the aforementioned qualifications to submit an application.*