

Job Description – Executive Director

International Hands in Service

Reporting to and under the direction of the Board of Directors of International Hands in Service, Project Salud y Paz (IHS), the Executive Director (ED) is responsible for the overall operations and execution of the strategic mission of the organization as outlined by the IHS board. The ED will accomplish these tasks through an understanding of the basic operational activities and strategic relationships of IHS. The ED will be a dynamic individual that is able to lead the organization in the implementation of the mission of IHS and in reaching the desired outcomes for the people that are served.

Responsibilities

- Supervise the operation of the programs and services of IHS.
- Oversee Director of Guatemalan Operations in recruitment, training and supervision of necessary staff for the provision of direct services and proper administration.
- Recruit, train, and supervise as appropriate short and long-term volunteers.
- As executive director of a donor supported organization and in conjunction with the board treasurer, the executive director will maintain adequate financial controls and records to insure proper expenditures and reporting as required by the board, desired by donors, granting organizations, and regulatory agencies.
- Ensure that funds that are raised are put to good use towards the mission of IHS.
- Ensure that the organization has sufficient financial reserves as directed by the board.
- Present the organization in a transparent and ethical manner at all times to all people and organizations as outlined by the IHS board.
- Develop and maintain a fundraising program. Oversee the work of Director of Development and collaborate with the Board of Directors in seeking new funding sources and donors. Cultivate quality donor relations.
- Establish and maintain positive working relationships with other nonprofits and the Methodist Church in Guatemala.
- Develop the agenda for the meetings of the IHS board including reports that show the status of the various operations, program evaluation, financial status, and legal requirements for the organization.
- Represent IHS as a faith based organization open to all religions, faiths and creeds.
- File reports to various governmental agencies in a timely manner as required.
- Actively communicate the activities for the organization utilizing social media, web site, electronic newsletters, and print media.
- As necessary, represent IHS at churches, with donors, funding agencies, and at fundraising events.
- Maintain the highest ethical standards for the organization, consistent with board policy to

further the mission of IHS.

Qualifications

- Experience and/or degree in business, international relations, medicine, health care, social work, ordained ministry, nonprofit management, or other related disciplines
- Ability to commit to IHS/SyP for a minimum of three years
- Two or more years in a management position in a similar or larger organization
- Excellent communicator both verbally and in writing
- Ability to coach and develop staff and volunteers
- Understanding of acceptable accounting and reporting standards
- Ability to plan, implement, and monitor the programs of the organization.
- Proven track record of positive working relationships, preferably with a donor base, as well as board members, volunteers and employees
- Fluency in Spanish is preferred, but those with less language ability may be considered. Language training would be required for non-fluent Spanish-speakers.
- Commitment and passion for the mission of the organization including its faith-based philosophy.
- Experience in fundraising and donor relations
- Knowledge of program implementation and evaluation
- Competency with computers and business programs
- Ability to work effectively and collaboratively with partner organizations, e.g. other non-profits, the United Methodist Church, etc.
- Sensitivity to other cultures and their unique cultural perspectives and beliefs
- Highest ethical standards

Volunteer, Stipend or Salary Options

Currently the IHS Executive Director role is a volunteer position, an arrangement that keeps costs low and frees much-needed resources for our program's participants. The IHS board recognizes, though, that some qualified Executive Director applicants may not be able to serve as volunteers. To meet the needs of these potential candidates the board will consider allocating a stipend. Cost of living in this region of Guatemala is about \$1000 per month for a single person. Applicants are asked to include information about their financial needs and whether or not they would ask the board to provide a stipend or salary, as well as how much would be needed. A health insurance subsidy of up to \$500 per month is included whether or not the Executive Director is voluntary or stipended.