

Diocese of Norwich Outreach to Haiti

Job Description Executive Director

Job Summary: The Executive Director is responsible for all aspects of the Diocese of Norwich Outreach to Haiti (OTH) in both the United States and Haiti. This includes program development and maintenance, financial management, donor development, community relations, legal compliance, twinning, and human resource management. The Director is responsible for the development of the OTH brand, and developing a donor base that will enable the support and expansion of the programs.

Administration and human resources:

- recruit and hire* staff for US offices, recruiting volunteers
- define tasks for paid employees and volunteers
- coordinate contact and support for Chaplain and the Director of Operations in Haiti
- supervise, develop, and evaluate staff in the U.S.A. and Haiti
- oversee day to day operations in the U.S.

Communications:

- coordinate contact with and support for the Chaplain, and the Director of Operations, and other staff as required, in Haiti
- provide regular written reports of the ministry's activities to the Bishop (or his delegate), the Board, and the Bishop's Representative
- keep parishes in the Diocese of Norwich up to date on activities of the programs through talks, Four County Catholic
- issue regular reports to twinned parishes and groups providing other forms of ongoing support for programs in Haiti
- ensure effective communication between twins in US and Haiti on all issues that arise – from either side.
- ensure that gift acknowledgments are sent quickly and efficiently
- keep Board apprised of key activities and challenges in Haiti

Community relations:

- ensure that good community relations exist in area of traditional support, as well as within the Diocese of Norwich
- conduct public relations efforts and raise public awareness of Haiti's needs and efforts of the ministry
- develop opportunities for presentations on Haiti to various organizations (Rotary, Lions, parishes, and others) for fundraising and general awareness purposes.
- develop cadre of speakers for speaking opportunities, including Board members, travelers to Haiti, other volunteers, and Diocesan clergy.
- ensure that the OTH public education initiatives are active and effective.

Fund Development:

- conduct grant writing, direct mail campaigns, and other fund raising activities of OTH
- develop relationships with parishes, individuals, and other groups to enhance fund raising efforts
- work with Board to develop more fund-raising events and approaches
- develop relationships with Foundations to increase chances of receiving grants, and maintaining ongoing opportunities from the foundation

Program development and supervision

- recruit and organize trips to Haiti by persons wanting to spend time in Haiti learning more about the people and their needs;
- collaborate with the Chaplain on immersion trips for clergy and parishes
- oversee ongoing programs and projects, including Twinning, Education, Clinic, Hospitality, job skills development(FAK)
- develop and evaluate proposals for new programs and projects with ideas solicited from staff, Board, other volunteers, donors and other constituents. Prepare proposal for the Board on viable ideas, including people assisted, scope, financial support and viability

Financial management and legal compliance:

- ensure that all funds raised are used for purposes for which they were raised
- develop a complete and adequate system for receiving and administering funds that is up to standards established for non profit corporations in the US
- supervise the administration of finances in such a way that the maximum benefit is derived by the Haitian people from each donation
- prepare and control the annual budget.
- take all prudent steps to protect the assets of the organization including Bank Accounts, buildings and property , vehicles and equipment
- maintain a strong working relationship with organization's outside auditors

Accountability:

- The Executive Director is accountable to the Bishop of Norwich.
- The Executive Director will work actively with the Board, and incorporate their input and advice into programs, projects, and ongoing operations
- The Executive Director is responsible for a current staff of 2 in the United States and 17-20 in Haiti.

* All hiring is subject to the approval of the Bishop of Norwich.

Skills and Experience:

Required:

- Respect and support for the leadership and teachings of the Catholic Church and the ability to work within the organizational structure of the Church.
- BA/BS or equivalent
- 4 to 7 years management experience
- Proficient with Microsoft Office products
- Experience managing staff remotely
- 2 to 3 years of experience with Development
- Willingness to travel to Haiti as required– generally 2 to 3 times a year

Strongly Preferred:

- Fluent in French and/or Creole
- Experience with different cultures
- Leadership and development experience with a non-profit
- Experience with donor database software, preferably Raisers Edge, and with accounting software preferably Quickbooks
- Familiarity with Haiti and Haitian culture, including travel to Haiti