



## POSITION SUMMARY

Global Healing, a non-profit organization, is dedicated to improving access to high quality healthcare in developing countries. The Executive Director is responsible for the overall administration and management of Global Healing, and an annual budget of about \$1,000,000, and growing. Leadership accountabilities include: oversight of service programs, fundraising, and business operations. Areas of responsibility include: program strategy development and administration, fundraising planning and administration, personnel and fiscal management, public relations. This is a full-time position, hired by and directly accountable to the Board of Directors through its elected Board Chair.

## RESPONSIBILITIES

### Program Strategic Planning:

- Responsible for strategic planning and execution of programs that meet the organization's objectives.
- Develop and facilitate an active planning process, organizational goals and objectives consistent with the mission and vision.
- Research new programs carefully with local and US-based experts to ensure the program design meets the local community needs, and is structured to be safely executed by volunteers.
- Ensure all programs host proper fiscal controls and are designed to measure impact with meaningful metrics.

### Program Management (Fundraising and Administration):

- Accountable for developing and administering the Fundraising Plan: individual donor fundraising, major donor fundraising, capital campaigns and grants. Provides personal leadership by actively participating in fundraising campaigns and events. Provides support to Board members to enable them to mobilize their personal networks in support of Global Healing.
- Principal investigator of all Federal grants, contracts and of all Foundation grants. Responsible for administering grant funds in accordance with donor requirements. Responsible for staying current on funding strategies and sources.
- Volunteers: Responsible for the recruitment, screening, orientation, retention and safety of all volunteers. Program Managers will be responsible for the enrollment, orientation and stewardship of volunteers during and between program trips.

### Fiscal Management:

- Accountable for the proper use of Global Healing investment funds and cash, with signature authority on all accounts, and for ensuring the organization maintains the highest possible level of fiscal transparency and accountability.
- Set and enforce all policies necessary to comply with all State and Federal regulations, Generally Accepted Accounting Practices, and codes of practice for nonprofits.
- Prepare the Global Healing Annual budget, and Annual Reports per Board of Director.

### Personnel Management: Currently, a small team of paid staff, contractors and volunteers

- Determine compensation and benefits, sets job duties, follows up on work accomplishment, and provides performance feedback. Maintains Global Healing payroll, 403B plan, and other employee benefits as provided.

- Growing the base of staff and volunteer base in alignment with Global Healing strategy and objectives.
- Provide for staff and organizational development to retain the best and continue to improve their skills.
- Set and enforce necessary human resources policies and procedures in compliance with all applicable state and federal regulations. Ensure that Global Healing is an equitable workplace in compliance with Global Healing policies and all Federal, State, and Local Regulations.

Board relations: Enable effective oversight by the Board of Directors

- Provide all information for informed decision-making, as is required according to the Bylaws.
- Schedules Board, Executive Committee, Finance Committee and Audit Committee meetings, prepares information packets for the Board, and implements decisions made by the Board and by subordinate Committees.
- Delivers timely and clear communication to the Board members on important developments as they occur.
- Assists the Board with recruitment of new Board members.

#### EDUCATION/ QUALIFICATIONS

- An advanced degree, certification or equivalent experience (MPA, MPH, MBA, CFRE or non-profit focus)
- At least 5 years of experience in managing an organization, non-profit fundraising, or a related field with demonstrated success in working globally and across cultures.

#### WHO WE ARE

Global Healing Vision & Mission:

A world where all children and mothers with life-threatening conditions are cared for by local, skilled healthcare professionals.

Global Healing trains physicians, nurses, and medical laboratory professionals in lower income countries to implement current best practices for improved patient care.

We train physicians and nurses in developing countries to improve standards of medical care. We focus on improving hospital care for sick children. It is hard for medical staff in developing countries to get opportunities to learn current best practices in medicine. They lack the resources to travel abroad and access to educational materials. Yet, as their standard of living improves and their health care system develops, they need to be able to care for sicker patients especially children. Caring for children in particular is an investment in the future.

Please take this opportunity to learn about Global Healing where we believe that our team is our most important asset & are dedicated to improving global health. To apply today, send cover letter, resume, list of three references and desired salary to [contact@globalhealing.org](mailto:contact@globalhealing.org).

At Global Healing, we share salary ranges with applicants during the recruiting process, if requested. Salary is commensurate with experience. Third party salary estimates may not be accurate or up-to-date.