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## Career Opportunity with International House: Executive Director

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International House seeks a qualified **Interim** or **Permanent** candidate for its open Executive Director position.

Interested candidates may apply confidentially via email to [jobs@ihclt.org](mailto:jobs@ihclt.org).

At a minimum, please enclose the following for serious consideration:

- Position Interest (Interim, Permanent, Both)
- Resume
- Salary Expectations

Deadline to submit all applications is: **August 12, 2010**.

### I. EXPERIENCE/QUALIFICATIONS:

Required	Preferred
<ul style="list-style-type: none"><li>• Demonstrated commitment to the mission of International House;</li><li>• 5+ years of management experience;</li><li>• Proven leadership skills and experience;</li><li>• Demonstrated ability to raise funds from a variety of sources and manage large fundraising activities;</li><li>• Excellent communications skills across multiple levels of stakeholders;</li><li>• Strong writing abilities as well as demonstrated critical thinking capabilities;</li><li>• Exceptional networking and public speaking skills;</li><li>• Proven ability in preparing and managing financial budgets and forecasts;</li><li>• Multicultural competency and familiarity with international issues;</li><li>• Collaborative management style and administrative competence;</li><li>• Undergraduate degree.</li></ul>	<ul style="list-style-type: none"><li>• Experience in the international field;</li><li>• Non-profit management expertise;</li><li>• Post-graduate degree(s);</li><li>• Knowledge of the Charlotte corporate and foundation community, in particular the international segment;</li><li>• Prior non-profit marketing and public relations experience;</li><li>• Prior grant writing experience;</li><li>• Existing strong relationships with grant-providing entities;</li><li>• Experience in working with boards of directors;</li><li>• Multi-lingual abilities;</li><li>• Volunteer management experience.</li></ul>

### II. DUTIES AND RESPONSIBILITIES

#### Overview:

The Executive Director of International House manages and directs the overall operation of International House to ensure the accomplishment of the organization's mission and goals. The Executive Director is the chief professional officer of the organization and reports to the president of the Board of Directors.

#### General Administration:

- Has chief executive and administrative responsibility for public accountability and the contractual, legal, and ethical obligations of the organization.
- In close collaboration with the Board, directs and manages all financial operations of organization.
- Prepares and monitors the annual budget and oversees program budgets and cashflow.
- Provides overall direction for personnel, independent contractors, volunteers, and vendors.

**II. DUTIES AND RESPONSIBILITIES (Continued)**

- In collaboration with the Board, helps to create and influence the strategic planning and growth of the organization in a manner consistent with its mission.
- Has executive signing authority on bank accounts, checks, grants, offer letters, contracts.
- Serves as primary liaison with Landlord and ensures that facilities are operational and in compliance with usage agreement.

**Fundraising and Institutional Advancement:**

- Has primary responsibility for all fundraising activities, encompassing Corporate, Individual, and Foundation giving.
- Works with Board and staff in organizing and implementing fundraising campaigns.
- Identifies, cultivates, and solicits new donors.
- Actively participates in the process of writing of grants and proposals with program staff.
- Manages and cultivates strategic relationships for the benefit of the organization, including Advisory Board, Annual Gala Committee, third party clients and vendors, and key volunteers.
- Successfully collaborates with volunteers on Gala Planning Committee to assure success of annual fundraiser
- Serves as “The face of International House” in high-profile meetings and presentations to corporations and grant organizations

**Staff Management:**

- Oversees day-to-day activities of staff
- Defines job descriptions for staff and clearly articulates performance expectations and measurements
- Provides timely performance feedback to staff
- Hires new staff, as needed.
- Conducts regularly scheduled staff meetings
- Ensures continuous cross-Program awareness and collaboration among staff

**Program Management:**

- Has primary responsibility for the planning and management of IH programs and services to accomplish the mission and goals of the organization.
- Evaluates the programs and services on a continuing basis and makes necessary adjustments.
- Serves as an ongoing mentor and advisor to professional Program Manager(s).

**Outreach/Community Relations:**

- Interprets the function and values of the organization to the community through direct involvement (such as speaking engagements) and through public relations.
- Seeks and maintains positive and effective relationships with other local like-minded non-profit organizations with related or complimentary missions and collaborate as appropriate.
- Maintains involvement in appropriate professional groups and serves on appropriate community committees.

**Board Relations:**

- Serves as principal professional resource to the Board and its committees;
- Works with staff to coordinate Board meetings, corporate minutes, Board meeting agendas.
- Works with the Board of Directors to develop, execute and monitor short and long range plans for the organization.