Career Opportunity with International House: Executive Director

April 1, 2020

International House (www.ihclt.org) seeks a well-qualified and motivated candidate for its Executive Director position.

International House is a nonprofit organization dedicated to enriching the lives of immigrants, residents and the community of Charlotte through cross-cultural connections that foster understanding and fuel inspiration. Our hands-on programs help immigrants settle and succeed in this region, while helping residents connect with people and cultures from around the world.

Interested candidates may apply confidentially via this link. At a minimum, please enclose the following for serious consideration:
- Resume with examples of quantifiable accomplishments that illustrate your competencies and skills
- Cover Letter explaining why you believe you are a good fit for this position

I. EXPERIENCE/QUALIFICATIONS:

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<th>Required</th>
<th>Preferred</th>
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<td>• Five-plus years of non-profit management experience;</td>
<td>• Experience in the international, legal or education field;</td>
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<td>• Proven ability in preparing and managing financial budgets and forecasts;</td>
<td>• Experience in human resources management and development;</td>
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<td>• Prior grant management experience;</td>
<td>• Post-graduate degree(s);</td>
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<td>• Demonstrated ability to raise funds from a variety of sources and manage large fundraising</td>
<td>• Knowledge of the Charlotte corporate and foundation community;</td>
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<td>activities;</td>
<td>• Prior non-profit marketing and public relations experience;</td>
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<td>• Proven leadership skills and experience;</td>
<td>• Prior grant writing experience;</td>
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<td>• Exceptional networking and public speaking skills;</td>
<td>• Existing strong relationships with grant-providing entities;</td>
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<td>• Strong writing abilities as well as demonstrated critical thinking capabilities;</td>
<td>• Experience in working with volunteer boards of directors;</td>
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<td>• Excellent communications skills across multiple levels of stakeholders, including grant-</td>
<td>• Volunteer management experience;</td>
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<td>providing entities;</td>
<td>• Multi-lingual abilities.</td>
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<td>• Multicultural competency and familiarity with international issues;</td>
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<td>• Expertise in developing and managing staff along with team-building experience;</td>
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<td>• Collaborative management style and administrative competence;</td>
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<td>• Undergraduate degree from a recognized accredited college or university;</td>
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<td>• Demonstrated commitment to the mission of International House (<a href="http://www.ihclt.org">www.ihclt.org</a>).</td>
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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 and public representative of the organization and reports to the Board of Directors.

General Administration:
- Has chief executive and administrative responsibility for public accountability and the contractual, legal, financial 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 financial management, program budgets and cash flow.
• Provides overall direction for personnel, independent contractors, volunteers, and vendors.
• 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, subject to Board oversight.
• Serves as primary liaison with the Landlord (currently Midwood International & Cultural Center, or MICC) and an ex officio member of the board of MICC.

**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 with program staff in the preparation of grant requests and proposals.
• Manages and cultivates strategic relationships for the benefit of the organization, including fundraising committees, third party clients and vendors, and key volunteers.
• Successfully collaborates with staff, Board, and volunteers to ensure success of annual fundraisers.
• Serves as the face of International House in high-profile meetings and presentations to corporations and grant organizations.

**Staff Management:**
• Directs the efforts of and works collaboratively with Program Managers to articulate performance expectations and measurements to ensure that programming and organizational goals are achieved.
• 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:**
• In collaboration with the Program Managers, has primary responsibility for the planning and management of International House 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 Managers.

**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 complementary 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.

**III. Starting Compensation Range**

$70,000 – $90,000 per year base salary, based on experience and accomplishments.

**IV. Benefits Package**

Group medical insurance plan for employee (IH pays 50% of premium, employee pays 50% of premium)
403(b) employee contribution savings plan, paid vacation days, and holidays.

International House is an Equal Opportunity Employer.