

Diocese of Norwich Outreach to Haiti

Job Description **Executive Director**

The Executive Director is responsible to the Board of Directors for all aspects of the Diocese of Norwich (CT) Outreach to Haiti (Outreach) in both the United States and Haiti, including leading the organization, overseeing operations, managing staff, and ensuring the achievement of Outreach's mission and goals.

Key Responsibilities

1) Planning

- Ensure the long-term viability of Outreach by working with the Board to maintain a current strategic plan recognizing current and changing risks and opportunities
- Develop goals and objectives on at least an annual basis to implement the strategic plan
- Develop and evaluate proposals for new programs and projects, with input from all constituencies, and present to the Board for approval and adjustment

2) Operational Management

- Oversee operations in Haiti and the US for all ongoing programs, to maximize efficiency while adhering to all legal, moral, diocesan and OTH requirements
- Identify and develop partnerships with organizations in Haiti and the US that would be of benefit to our mission

3) Fundraising Development

- Lead fundraising efforts, including grants, direct mail, newsletters, fundraising events, and parish relationships to provide the necessary financial support for Outreach operations and development
- Develop an array of contacts to enhance fundraising efforts

4) Staff and Volunteer Management

- Assure adequate, well-trained, and competent staff for Outreach operations in US and Haiti
- Supplement paid staff with volunteers as practical (including Board members acting as volunteers)
- Assure ongoing development plans and regular evaluations are in place for all staff

5) Financial Management and Legal/Compliance

- Maintain and adjust financial controls to assure compliance with all regulatory, Diocesan and Outreach standards and policies
- Work with Finance Committee and senior staff to prepare an annual budget and submit to the Board for approval or adjustment. Manage operations in accordance with the Board approved budget
- Take all prudent steps to protect the assets of the organization including bank and brokerage accounts, buildings, property, vehicles, and equipment
- Maintain a strong working relationship with Outreach's outside auditors

6) Communication and Public Awareness

- Raise public awareness of Haiti's needs and efforts of the Diocese's Gospel driven ministry within the Diocese of Norwich and beyond
- Provide monthly written reports of the ministry's activities to the Board
- Ensure effective communication between twins in US and Haiti
- Keep the Board apprised of risks to the staff and operations in Haiti, and recommended proactive measures to mitigate them
- Discuss significant actions with the Board Chair before taking action

7) Accountability – the Executive Director:

- is accountable to the Board of Directors of Outreach to Haiti
- will work actively with the Board, and incorporate their input and advice into programs, projects, and ongoing operations
- is responsible for a current staff of 3 in the United States and 17-20 in Haiti
- works onsite in Norwich CT

Skills and Qualification

1) 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
- Minimum of 4 years management experience
- Proficiency with Microsoft Office products
- Experience with or ability to manage staff remotely
- Minimum 2 years of experience with Development
- Willingness to travel to Haiti as required – generally 2-3 times per year when circumstances in Haiti allow for travel

2) Strongly Preferred

- Fluent in French and/or Creole
- Experience with different cultures
- Leadership and development experience with faith-based non-profits
- Experience with donor database software (preferably Raisers Edge), and with accounting software (preferably QuickBooks)
- Familiarity with Haiti and Haitian culture, including travel to Haiti