



POSITION DESCRIPTION

TITLE: Executive Director

POSITION TYPE: Full Time

FOR: Hands of Love USA

TRAVEL: Minimal

REPORTS TO (TITLE): Board Chairman

HANDS OF LOVE USA OVERVIEW

Hands of Love USA partners with Global Discipleship Ministries in Uganda to nurture and educate Uganda's destitute children and to empower Christian leaders. Together with our ministry partners, we support:

- Over 2,000 orphans and abandoned children at our Hands of Love Orphanages and Schools through sponsorships and project donations
- Annual conferences including Pastors & Leaders, Women's Empowerment and Youth Ablaze
- A Christian radio station that reaches 27 million Ugandans each day
- A rural church planting ministry in which our network of Ugandan pastors receive spiritual and church leadership training

HANDS OF LOVE USA VALUES

Biblical, Christ-centered, Prayerful, Relational, Accountable, Transparent, Uganda-Focused

POSITION OVERVIEW

The US Executive Director is the key management leader of Hands of Love USA responsible for overseeing the strategic planning, fundraising and mission trip programs and administration of Hands of Love USA. The Executive Director will have transitional training from Nora Charlesworth's home office in Alpharetta and will ultimately work remotely.

GENERAL RESPONSIBILITIES

1. Board Governance

Works closely with Board of Directors and Advisory Board to fulfill the organization's mission

- Responsible for leading Hands of Love USA in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing all information necessary for the Board to function properly and to make informed decisions

2. Financial Performance and Viability

Develops resources sufficient to ensure the long term financial health of the organization

- Responsible for the fiscal integrity of Hands of Love USA, including submission to the Board of a proposed annual budget and periodic financial statements, which accurately reflect the financial condition of the organization
- Responsible for fundraising and developing other resources necessary to support Hands of Love's mission



POSITION DESCRIPTION

3. Organization Mission & Strategy

Works with board and staff to ensure that the mission is fulfilled through programs and strategic planning

- Responsible for strategic planning
- Responsible for implementation of Hands of Love's programs

4. Operations

Oversees and implements Hands of Love's operations

- Responsible for effective administration of Hands of Love's operations
- Responsible for overseeing staff and volunteers
- Responsible for coordination of work between US and Uganda

SPECIFIC RESPONSIBILITIES

1. Establish and maintain strong relationships with Board, Advisory Board, Staff(US & Ugandan), prayer team, volunteers, individual partners and organizations that are strategically important to mission
2. Oversee and implement current fundraising programs including galas, year-end letter, secondary education asks, one-off fundraisers held by partners
3. Develop and implement new fundraising programs as needed
4. Develop annual budget and oversee finances
5. Manage staff(currently 2 staff in addition to Executive Director: a Child Sponsorship Coordinator & Accountant) and volunteers
6. Oversee and assist staff with sponsorship program
7. Oversee and implement mission trips
8. Manage Pastor Elijah's US visits, including filling his calendar (approximately 4 trips/year)
9. Manage Hands of Love USA's website
10. Plan Board meetings
11. Regularly communicate ministry updates to partners through Constant Contact and email
12. Serve as the ministry's primary US spokesperson
13. Some administration
14. Keep the ministry's needs before the Lord and before the ministry's key partners through private prayer, bi-weekly prayer team meetings, and monthly Board prayer calls



POSITION DESCRIPTION

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree from an accredited university
- Minimum 5 years of management experience in nonprofit or corporate environment
- Mature, prayerful Christ follower with a desire to serve God
- A passion for our mission
- Professional business acumen & high standard of business ethics
- Ability to work in a team environment, strong interpersonal skills
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Strong desire for excellence
- Strong written and oral communication skills, including ability to motivate and clearly convey strategic vision
- Strong public speaking ability
- Knowledge of fundraising strategies and donor relations
- Demonstrated ability to oversee and collaborate with staff
- Ability and desire to build deep, trusting relationships with Ugandan team, despite extreme cultural differences
- Ability to stay humble, teachable
- Desire and ability to travel to Uganda periodically
- Extreme attention to detail
- Highly organized
- Proven self-motivator
- Good time management
- Ability to respond quickly to requests
- Strong problem solving skills
- Ability to effectively manage large volume with many moving pieces
- Proficient in Constant Contact, Wordpress (website), Email, Word, Excel, Google Documents, Denari (donor software)

TIMING

Target start date on or before April 1, 2019

COMPENSATION

60K to 85K/year, depending on qualifications and experience. Also includes annual travel to Uganda.

TO APPLY

Please send your resume and cover letter to Nora Charlesworth at nora@handsofloveusa.org.