

INTERNATIONAL HOUSE DAVIS SEEKS NEW EXECUTIVE DIRECTOR

Located in Davis, CA and adjacent to the UC Davis campus, [International House Davis](#) (I-House Davis) acts as a greater Sacramento regional resource to individuals and groups involved in world community issues. The I-House Davis promotes activities, programs and events that help people of all races, cultures and nations to value, understand and cooperate with one another, and that promote a broad commitment to the long-term goal of international cooperation and world understanding. I-House Davis is committed to promoting these values to the larger regional community.

POSITION SUMMARY AND REPORTING RELATIONSHIPS

The Executive Director (ED) is responsible for programs, budget development, fiscal oversight, staff and volunteer management, generating private support, and the overall leadership of the organization. The ED leads the nonprofit organization by overseeing programs and operations and nurturing volunteer and donor relationships that support the mission.

The ED reports to the President of the Board of Directors, is accountable to the Board of Directors, and serves at the pleasure of the Board. The Board annually reviews the ED's performance and determines any increase to the ED's salary as warranted and consistent with the organization's finances.

The ED supervises all staff as well as a diverse group of volunteers. I-House Davis relies heavily upon volunteers to create, plan, and execute programs and activities.

CURRENT PRIORITIES FOR THE EXECUTIVE DIRECTOR

- Evaluate the organization's internal systems, staffing levels and compensation, membership structure, programs, and services, making recommendations to the Board as necessary, for improvements and implementing appropriate changes as needed to create greater efficiencies. This includes:
 - Establishing clear staff expectations, assuring staff accountability, fostering an atmosphere of trust and value, providing training to improve performance, and updating employee handbook to accurately reflect expectations, policies and procedures.
 - Fully utilizing available technology to create efficiencies, monitor progress and performance, and improve communication.
 - Working with Board President to establish effective relationships between Board, ED and staff.
- Partner with the Board to set priorities and create a unified, strategic path forward to expand the regional engagement of the organization.
- Develop an overall fundraising strategy, improve the organization's fund development infrastructure and build a systematic approach to prospect identification, donor cultivation, stewardship and solicitation. Work with the Board to establish fundraising goals and appropriate board roles and expectations.
- Raise awareness and visibility for the organization and its programs and services focusing on membership growth and retention as well as its regional reach.

Advance the organization's volunteer network to create a strategy of recruitment, training, evaluation, and stewardship of volunteers.

ESSENTIAL DUTIES AND REPOSIBILITIES

Management and Administration:

- Manage the day-to-day operations of the organization including programs, activities and personnel. Maintain operational protocols to ensure consistency of programs.
- Lead strategic planning to assure organization remains in front of changing conditions.
- Assess organization accomplishments and review setbacks; report these to the Board to inform future thinking and actions.
- Manage employees and diverse set of volunteers to ensure all programs are implemented efficiently, effectively, and professionally. Recruit, hire, train, develop, and evaluate employees. Administer benefits and other personnel matters.
- Provide fiscal oversight of the organization including contracts, budgets, and statements of financial position. Ensure financial policies and procedures are documented and followed. Recommend to the Board an annual organizational budget and a work plan that aligns with the mission and strategic goals.
- Ensure the organization is in compliance with policies, procedures, and regulations pertaining to the organization's operation, to include all grant compliance and guidelines, as well as all financial filings required by law and in accordance with good fiscal practices.
- Oversee the organization's facilities to ensure proper operation and maintenance.

Program Development and Management:

- Develop and implement programs, activities, and services that fulfill the mission and accomplish the goals of the organization, while ensuring they are carried out in an efficient and effective manner.
- Evaluate programs and recommend appropriate action including establishment of new programs and/or operational procedures as needed.
- Ensure that the organization continues to build a robust volunteer program to support the facility and programmatic needs, including volunteer recruitment, onboarding, delegation, retention, evaluation, and recognition.
- Identify and explore partnerships with other educational, community, and government organizations that will strengthen the programs and outreach of I-House with its members and throughout the region.

Fund Development:

- Work with the President, Board of Directors, Council of Advisors, Development Committee, and volunteers to create and execute the organization's Development Plan including strategies for individual donors, foundations, corporations, academic, and government support to secure funding for program operations and growth plans.
- Develop and oversee all fundraising efforts, including annual fund, grants, events, sponsorships, direct mail appeals, major gifts, and planned giving.
- Manage annual membership campaign, including annual fund program, direct mail appeals, and membership events.
- Research and pursue potential funding opportunities; prepare and submit grant applications and funding proposals for individual, corporate, foundation, and government support.
- Oversee all donor cultivation, stewardship, and recognition programs to further the organization's development programs.

Board Relations:

- Serve as the principal professional resource to the Board and key committees (Programs, Development, Finance, Facilities) and assist in matters of policy formulation and interpretation.
- Assist the Board of Directors in understanding and supporting the appropriate balance between policy development and management responsibilities.
- Work with the Board of Directors to support Board and Council of Advisors members in their ongoing development and advancement of I-House Davis' mission, goals, and programs.
- Support the Board with the recruitment of new Board members from throughout the region and facilitate new Board orientation.
- Communicate regularly and openly with the Board; ensure that Board members are informed of matters and developments that warrant their attention and action.
- Provide regular reports to the Board on the financial standing and activities of the organization as well as progress towards meeting strategic objectives.
- Maintain positive working relationships and collaboration between Board members and staff.
- Ensure a broadly representative and active Board of Directors through proper recruitment, retention, and stewardship.

Outreach/Communications/Marketing:

- Serve as a visible and effective ambassador for the organization; promote the mission through proactive outreach to public, media, elected officials, members, and outside organizations.
- Serve as the primary spokesperson for the organization and play a key role in communicating the organization's image, strategic plan, and fund raising opportunities, to all constituents.
- Develop and maintain effective relationships with other community-based organizations, governmental agencies, collaborating partners, and other stakeholders throughout the region.
- Oversee public relations, marketing and communications strategies including printed reports, social media, newsletters, website, and general marketing materials to strengthen outreach and relationships with current members and to raise the organization's visibility throughout the region.

IDEAL CANDIDATE

Successful Executive Director candidates will be knowledgeable in all aspects of nonprofit management including development, finances, revenue generation, membership programs and services, technology, staff supervision, and board governance. In addition, they will have the following combination of skills, knowledge, abilities, personal characteristics, education and experience that will allow them to fulfill the responsibilities of the job and be an effective leader who can partner with the Board of Directors, members, and staff in serving the best interests of the organization.

Skills and Knowledge:

- Skills to provide leadership and appropriate support to Board President, Board of Directors, Council of Advisors, members, staff, volunteers.
- Intercultural understanding and skilled in working with a diverse international community representing different national, cultural, ethnic, and religious backgrounds.
- Well versed in nonprofit board development and governance issues in order to build an engaged, high performing board.
- Knowledge of fundraising principals and the ability to establish and meet fundraising goals; well versed in all aspects of the donor cycle.

- Excellent business and finance skills including the ability to read, analyze, and interpret business documents, manage contracts, and develop, read, interpret, manage, and explain financial statements and the budget.
- Ability to effectively evaluate programs and services to determine what is working and what needs to be restructured, strengthened, or eliminated.
- Demonstrated ability in managing and leading people, including volunteer recruitment and management.
- Ability to manage change and to motivate and maintain high morale among employees, volunteers, members, and donors including working with/supervising people of diverse ages, educational levels, interests, and skillsets.
- Ability to develop strategic, revenue generating partnerships with individuals, corporations, and foundations that currently support and/or have the potential to support the organization.
- Exceptional written, oral, and interpersonal communications skills to interact with a variety of persons from differing socio-economic, cultural, religious, and ethnic backgrounds in order to develop the collaborative working relationships needed to accomplish organizational goals.
- Demonstrated skills in public speaking, public relations and marketing.
- Ability to draw local communities together to generate/create regional programs.
- Computer literate with proficiency in Word, Excel, QuickBooks. Savvy technology communication skills related to web, social media, and other media, such as web-based software of existing technology to produce various documents.

Personal Characteristics:

- Passion for the organization's mission.
- High integrity, personal accountability, and able to earn respect from all stakeholders- Board members, staff, volunteers, funders, current and prospective members, partner organizations, and community leaders.
- Displays optimism and charisma to generate enthusiasm, participation, and connections among diverse groups.
- Inspires respect and trust among Board members, volunteers, members, and the staff.
- Shares ownership with the staff and is able to delegate responsibility appropriately as well as lend a hand when needed.
- Entrepreneurial, maximizing resources to create sustainability while maintaining quality of services.
- An effective ambassador who enjoys serving as the face of the organization and is persuasive in generating enthusiasm and support for the organization.
- An open, transparent communicator who is an active listener, and effective at building collaborative relationships within the organization and externally.
- Energetic, positive, open minded, and has a good sense of humor.

Education and Experience:

- Three plus years of senior management experience in a nonprofit businesses or equivalent.
- Bachelor's degree required.
- Experience living or working abroad preferred.
- Minimum of three years of professional or volunteer fundraising experience involving major gifts and membership campaigns.

WORKING CONDITIONS

- This job is based at International House Davis: 10 College Park, Davis, California.
- Must be available to work occasional evenings and weekends to attend fundraising events including but not limited to an International Festival held the first Saturday in October and a Thanksgiving Dinner held on Saturday, one week prior to Thanksgiving Day. Due to special planning needs during key annual programs, vacation requests may be subject to approval by the Board President.
- Must be able to travel regionally and respond to emergency situations when needed.
- Must be able to work in a workplace where people are coming and going with frequency.
- Must possess a valid driver's license and have a clean driving record.
- Must pass a criminal background check.
- International House Davis is a smoke and tobacco free environment.

COMPENSATION

Base salary up to \$90K + benefits, dependent on experience

APPLICATION PROCEDURE

Priority review of applications will begin Friday, July 14, 2017 and will continue until the position is filled. To ensure full consideration, please submit a cover letter and resume directly to: **Ms. Andrea Weiss**, Recruitment Consultant, andrea@weissgrp.com, 530-756-8219.