

GENERAL SECRETARY (EXECUTIVE DIRECTOR) POSITION DESCRIPTION

RIGHT SHARING OF WORLD RESOURCES

Right Sharing of World Resources, Inc. (RSWR) is a Quaker (Religious Society of Friends) organization founded in 1967 and based in Richmond, Indiana. RSWR raises funds in order to make grants to community-based women's groups in Kenya, India, and Sierra Leone. The organization currently has one full-time General Secretary (Executive Director), two part-time co-workers, and three international contract staff. The annual budget is just over \$500K. Recent fund raising efforts resulted in an endowment of nearly \$1 million, some of which is reserved for organization capacity building. Poised for growth, RSWR is seeking a new General Secretary (Executive Director) to be at the forefront of its expansion. An active Board of Trustees is preparing to conduct a strategic planning exercise with the new General Secretary (Executive Director) and stakeholders.

For more information about the organization's history, recent campaign and vision for the future, as well as a statement of Quaker values, please see the additional documents for this search posted on the RSWR website.

Overview:

The General Secretary (Executive Director) is responsible for conducting, managing, and coordinating all critical administrative activities. Working closely with the Executive Director (ED) is a part-time Senior Program Director, who is heavily involved with grant making and international coordination. The ED position involves organizational management, fund raising and donor relations, use of web technology, public relations and other special projects, assignments, and initiatives as strategically defined by the Trustees.

As the primary point of contact for the organization, the successful candidate must be a dedicated, inclusive leader who embraces a vision of community and a commitment to peace and justice. This is an exciting opportunity for the new General Secretary (Executive Director) to accept the challenge to grow this meaningful organization to fulfill its inspiring goals.

Key accountabilities:

Preparing, with the Board of Trustees, and implementing an annual plan for the organization which addresses, but is not limited to, the following:

- Building and maintaining relationships with major donors.
- Assuring that all legal reports are filed in a timely fashion, according to domestic and international requirements.
- Ensuring that the financial integrity of the organization is maintained through timely and accurate bookkeeping, financial reports, reviews, audits, and tax filings.
- Arranging and overseeing money transfers to the grant recipients.
- Ensuring that all publications are produced and distributed.
- Planning and conducting successful annual giving, web-based giving, major donor, planned gifts, or other fund raising activities, in order to meet budget goals in a timely fashion.
- Working closely with the Senior Program Director to assure that grant-making operations are carried out in a responsible manner.
- Managing the office so that all technological and human resources are effectively utilized.
- Reporting to the Board of Trustees at its semiannual meetings.

Supervisory Responsibilities:

- Retaining, supervising, and reviewing overseas contractors.
- Hiring, managing, and reviewing the Senior Program Director. Working directly with her/him on grant proposals and services to partners.
- Assessing additional staffing needs, and hiring, managing, and reviewing additional personnel.
- Hiring, supervising, and managing the central office personnel.

Primary Interactions:

- Regular contact with program and office staff.
- Regular electronic contact with international contractors.
- Regular contact with Trustees, including attendance at semiannual board meetings.
- Annual (or more frequent) travel to visit international contractors and projects.

Knowledge, Abilities, and Skills:

Knowledge

Required:

- Familiarity with governance requirements in the foundation and non-profit sectors.

- Background in Quaker decision-making processes and/or group processes.

Preferred:

- Experience with international micro-loan making.
- Quaker background.

Abilities

- Strong research and report-writing skills.
- Strong attention to detail and accuracy.
- Strong organization skills and ability to create plans and monitor results, including oral/written communication skills.
- Initiative and persistence when working independently.
- Ability to work interdependently as a member of a team.
- Ability to balance priorities in a multi-task environment.
- Critical thinking and analytical skills.
- Tact and ability to work effectively with Trustees, colleagues, donors, grant-seekers, government officials, and the general public.

Skills

Must have advanced skills and competencies with:

- Fundraising software (Donor Perfect preferred)
- Constant Contact
- MS Word, MS Excel
- Relationship management software
- Social network marketing communications

Must have basic skills and competencies with:

HTML/web design, MS Access

Education and Experience:

Bachelor's degree preferred in public/business administration or related field.

Two to five years of related work experience, preferably in a foundation or in the non-profit sector – or an equivalent blend of education and experience

Working Conditions:

The business office is currently located in Richmond, Indiana, near the campus of Earlham College. The holder of this position works primarily in a business office but will also spend time traveling to visit major donors and

international sites and may also attend Quaker gatherings to promote awareness of RSWR. The holder of this position uses computers, which requires hand/wrist motion and visual focus.

Salary:

Competitive for organizational size and complexity. Negotiable.

Timetable:

The Search Committee of the Board of Trustees hopes to conclude the search and hiring process with final interviews of top candidates at the end of February or early March 2012. Proposed start April 2012 to allow overlap with the outgoing ED.

To Apply:

Send a letter highlighting your connection with this work, a resume, and two professional and one personal references to: gssearch@rswr.org