

Position Title: Strategic Initiatives Director

Organization: Haiti Allies

Location: Flexible

Hours: 20-25 per week

Salary range: \$40-60k per year depending on experience

Key skills: Volunteer management, project management, marketing, development

About Haiti Allies:

The mission of Haiti Allies is to empower Haitians to improve their lives through education, meal programs, adult literacy, and job creation.

We are committed to providing appropriate tools and training that will increase the capacity of our Haitian friends to meet their challenges.

Haiti Allies is an all-volunteer non-profit organization committed to supporting the Cité Soleil Community School (CSCS) and the local factory in Haiti. Our mission is to invest in the capacity of CSCS and the factory to provide education, support, and sustainable business opportunities to the community.

Role Overview:

Haiti Allies is seeking a dynamic and experienced Strategic Initiatives Director to lead strategic initiatives aimed at supporting the Cité Soleil Community School in achieving their goals. The Strategic Initiatives Director will work closely with volunteers to develop and implement plans focused on capacity building, effective storytelling, sustainable fundraising, and management structure stabilization.

Key Responsibilities:

Invest in volunteer capacity

- Develop a well-organized volunteer recruitment and management program using best practices to attract and support community volunteers in financial management, marketing, development and other areas of need for the organization.
- Facilitate discussions with Haiti Allies board and Haitian partners to identify needs for securing the school and providing support to students and their families.
- Collaborate with relevant stakeholders to develop clear budgets, including scholarship needs and comprehensive organizational budgeting.

More effectively tell the story of CSCS and Haiti Allies

- Develop a marketing committee charter outlining roles, responsibilities, and commitments.

- Create a position description for the marketing chair, emphasizing a two-year commitment and potential partnerships with marketing agencies or educational institutions.
- Establish and maintain regular communication channels, including email newsletters, print materials, website updates, and social media strategies.
- Engage Haitian writers to contribute stories for newsletters, social media, and press releases.
- Develop compelling narratives about Haiti Allies' mission, successes, and future plans for dissemination through various media channels.
- Produce impactful stories and a clear call to action for sponsorship.

Develop a sustainable fundraising program

- Create a development committee charter to guide committee activities and membership.
- Create a position description for the development chair or contracted development position, highlighting specific tasks and commitments.
- Craft a comprehensive development plan with budget estimates for various initiatives.
- Draft a compelling case for support highlighting specific needs and outcomes.
- Write grants and explore community outreach events to fund scholarships and support programs.

Ongoing Management

- Develop an executive committee charter outlining roles, responsibilities, and commitments.
- Create a position description for the executive committee chair, focusing on leadership and organizational oversight.
- Establish the composition of the executive committee and schedule regular meetings to facilitate communication and decision-making.
- Provide orientation and support to committee members, emphasizing task delegation and timeline management.
- Initiate the development of a board succession plan, updating policies and assessing support needs to ensure continuity and leadership stability.

Qualifications:

- Experience in non-profit management, with a focus on capacity building, fundraising, and project management.
- Strong understanding of budgeting, and grant writing.
- Excellent communication and interpersonal skills, with the ability to engage stakeholders from diverse backgrounds.
- Demonstrated leadership experience, including team management and collaboration.
- Proficiency in planning and implementation, with a track record of achieving organizational goals.
- Ability to work independently and remotely, while maintaining a high level of productivity and accountability.

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to Jeff Burkhart at jeff@missionfwd.org. Please include " Strategic Initiatives Director Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Responsibilities and duties may change as the needs of Haiti Allies evolve.