

Chapin Living Waters Executive Director Position Description

The Executive Director is the key management leader of Chapin Living Waters Foundation. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, promotion and outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with the board in order to fulfill the organization mission.
 - Responsible for leading Chapin Living Waters 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, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) Financial Performance and Visibility: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of Chapin Living Waters, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support Chapin Living Water's mission.
- 3) Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and collaboration with agricultural missions and development groups.
 - Responsible for implementation of Chapin Living Water's programs that carry out the organization's mission.
 - Responsible for strategic planning: Oversee development of a three-year plan to ensure that Chapin Living Waters can successfully fulfill its Mission into the future.
 - Responsible for the enhancement of Chapin Living Water's image by being active and visible in the agricultural missions and development groups (NGOs) community and by working closely with other partner organizations.
- 4) Organization Operations: Oversee and implement appropriate resources to ensure the operations of the organization are appropriate.
 - Responsible for effective administration of office operations.
 - Responsible for the hiring and retention of competent, qualified staff and enlisting volunteers.
 - Responsible for signing notes and agreements and other instruments approved by the Board of Directors.

PROFESSIONAL QUALIFICATIONS:

- A bachelor's degree in agriculture or development work and/or related work experience.
- Transparent and high integrity leadership.
- Nonprofit management experience.
- Budget management skills, including budget preparation, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.

- Ability to convey a vision of Chapin Living Water's strategic future to staff, board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Ability to oversee and collaborate with staff.
- Strong public speaking ability.

ACTUAL JOB RESPONSIBILITIES:

- Plan and operate the annual budget and projected 3 year budget.
- Establish employment and administrative policies and procedures for all functions and for the day-to-day operations.
- Serve as Chapin Living Water's primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with partner organizations to strategically enhance Chapin Living Water's Mission.
- Manage the organization of regularly scheduled meetings with the Board.
- Prepare the agenda for Board and committee meetings.
- Work to increase overall visibility of the Foundation both locally and globally.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation.
- Supervise, collaborate with staff and volunteers.
- Work with the Board of Directors, which will determine annually all CLWF salaries.
- Strategic planning and implementation.
- Oversee grant writing, fundraising and other communication efforts.
- Oversee active promotion of Chapin Living Waters via newsletters and social media.
- Manage and maintain property.
- Other duties as assigned by the Board of Directors.

Salary and Benefits: The Executive Director is required to develop a team of ministry partners to contribute funds to Chapin Living Waters to cover his/her salary, Social Security, and benefits.

Email resume to info@ChapinLivingWaters.org