



Friendly Water for the World

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SHARING HOPE THROUGH
CLEAN WATER

Position Description – Executive Director

March 19, 2017

Thank you for interest in applying for the position of **Executive Director** of *Friendly Water for the World*.

Visit our website www.friendlywater.net and our facebook page

www.facebook.com/FriendlyWaterForTheWorld to become familiar with our work.

Selection Process

To be considered for this position, applicants MUST:

Submit a completed application packet with the following three (3) items:

- **Letter of interest** describing your reasons for applying for this position and most relevant experience and qualifications. The letter should specifically address your knowledge, experience, and accomplishments in the five *Key Responsibilities* areas (see pages 2-3):
 - A. Development and Fundraising
 - B. Strategic Leadership and Management
 - C. Communications
 - D. Personnel Relations
 - E. Financial and Legal Management
- **Current résumé.**
- **Completed *Friendly Water for the World* Application for Employment**

The completed application packet with the three items listed above must reach the office of *Friendly Water for the World* on or before Friday, June 29th, 5 p.m. PDT. You may mail or hand deliver your packet to the address above or email it to david@friendlywater.net with subject line “Executive Director Application”.

Friendly Water for the World will provide email receipt of applications only.

Only complete application packages will be considered. They will be carefully reviewed and evaluated by the *Friendly Water for the World* Hiring Committee.

Telephone and/or in-person interviews with members of the Hiring Committee will be scheduled for those applicants whose qualifications most closely correspond to the position’s requirements. These interviews may begin as soon as qualified applicants are identified.

All applicants will be notified by email when the position is filled.

Any questions about the position or the application process should be directed to the Board Chairman – david@friendlywater.net. Please do not call.

Thank you for considering employment with ***Friendly Water for the World!*** We look forward to hearing from you. ***Friendly Water for the World*** is an equal opportunity employer.

About *Friendly Water for the World*

Founded in 2010, ***Friendly Water for the World*** is a dynamic, rapidly growing, 501(c)(3) non-profit organization based in Olympia, Washington. Our mission is to expand global access to low-cost clean water technologies and information about health and sanitation through knowledge-sharing, training, applied research, community-building, peacemaking, and efforts at sustainability. We empower communities abroad to take care of their own clean water needs, even as we empower people here to make a real difference. Our vision is of healthy, self-sustaining, empowered, peaceful communities both here and abroad, sharing our knowledge with each other, with life and hope restored through clean water. We are a non-sectarian organization embracing Quaker testimonies of simplicity, peace, integrity, community, equality, and stewardship. We welcome people of all races, nationalities, ethnicities, ages, gender, sexual orientations, disabilities, faiths and traditions.

Friendly Water for the World embraces three objectives:

- Through knowledge-sharing and training, make it possible for communities to ensure their own safe drinking water supply.
- Build community self-sufficiency through setting up small businesses and cooperatives related to clean water, sanitation, and hygiene (BioSand Filters, rainwater catchment systems, toilets, spring- and well-head protection, soapmaking, etc.)
- Educate Americans about “Effective Altruism” – that small amounts of money, intelligently applied, can make really massive changes in people’s lives. We place heavy emphasis on evaluation and cost-effectiveness.

We currently have an active 15-member Board, numerous volunteers, three-year goals and objectives, and partnerships and programs in 15 countries.

About the Executive Director Position

The ***Friendly Water*** Executive Director (ED) is a newly created position. The ED will act as a management and development leader, working collaboratively to ensure we can execute our mission and strategic plan to achieve our objectives. We seek an ED who is deeply committed to our mission, core programs, operations, and plans. The ED will work, with the Board and all our partners, to ensure ***Friendly Water’s*** long-term financial health, sustainability, and growth. The ED will report to and work closely with the Board and will have responsibility for guiding and monitoring staff, including volunteers and interns. The ED will be a key public face of ***Friendly Water for the World*** to our worldwide community and constituency. This is a full-time, FLSA-exempt position, with heavy emphasis on development, management, communications, and administration. It is expected that the ED’s time will be divided as follows: 50% on fundraising, communications, and public relations; 35% on administration; 15% on project and program development. The ED will be based in Olympia, Washington. Our office situation is currently in flux. There will be some travel – both in the U.S. and internationally – required.

KEY RESPONSIBILITIES

DEVELOPMENT AND FUNDRAISING – Working with the Board, other personnel, and funders, design and implement development of revenue-generating strategies that ensure expanding support for growing program and operations, and fulfilling the mission, goals, and objectives of ***Friendly Water for the World***

STRATEGIC LEADERSHIP AND MANAGEMENT – Work with the Board, staff, and volunteers to enhance the vision and long-range strategic direction of *Friendly Water for the World*, building upon the organization’s culture and commitments. Provide leadership and oversight for daily and long-term operations that ensure consistent program excellence, financial accountability, and productive innovation.

COMMUNICATIONS – Demonstrate consistent excellence as an organization spokesperson. Produce, promote, and ensure timely open communications with constituents, community partners, funders, media, and the general public. Use available traditional contemporary media and communication channels and platforms.

PERSONNEL RELATONS – Provide for effective management and a collaborative work environment that attracts, utilizes, retains, and inspires a diverse and capable work force, including employees, volunteers, interns, Board, and partner organizations, and that is conducive to productivity, efficiency, innovation, and advancement of *Friendly Water*’s mission.

FINANCIAL AND LEGAL MANAGEMENT – Ensure development and implementation of sound financial management, accounting, reporting, and budgeting practices, and compliance with local, state, and federal requirements and regulations; maintain a working knowledge of significant developments in the nonprofit field; and ensure the Board is fully informed about the condition of the organization.

QUALIFICATIONS

Candidates should have a significant work range of accomplishments (paid and/or volunteer) that includes multiple years of leadership, preferably in the non-profit sector, as well as development and management experience. Experience with water issues is *not* required.

The successful applicant for the Executive Director position will:

- Be full of drive, passion, and confidence; be action-oriented and self-directed, with a strong work ethic, initiative, energy, and tenacity;
- Be a person with integrity, dedication, idealism, a positive attitude, adaptability, and flexibility;
- Have exceptional interpersonal, relationship building, team management, leadership, and facilitation skills;
- Have excellent communication skills, both in writing and public speaking, and can motivate people to action;
- Have effective thinking, decision-making, and problem-solving skills that are strategic, analytical, creative, and conducive to high morale;
- Have a strong track record in working with a diverse group of people, and a demonstrated commitment to working with stakeholders and the public, with people of all ages, races, nationalities, ethnicities, gender, sexual orientations, faiths and traditions.
- Have extensive knowledge and experience in fundraising, including direct mail, marketing, social media, events, donor cultivation and management, and grantwriting, and is conversant with principles of financial transparency;
- Have significant experience with social media platforms, analytics, and database management;
- Have management experience, including experience in building relationships with a non-profit board, and human resource management and time-management skills;
- Have demonstrated ability to multi-task and to manage multi-faceted projects in a manner conducive to full performance and high morale;
- Have a grounded knowledge of global environmental conditions, especially those related to water accessibility and quality;
- Be conversant with the principles of Effective Altruism;

- Be able and prepared to work evenings, weekends, and some holidays as needed;
- Be able to travel, both domestically and internationally;
- Be willing to work in Olympia, Washington, and be prepared to relocate to the Olympia area if necessary;
- Be conversant with the goals, objectives, and operations of *Friendly Water for the World*.

It is desirable that the new Executive Director:

- Have five years of progressively more challenging management experience, preferably in a non-profit setting;
- Have experience in creating and maintaining long-term sustainable funding strategies;
- Have experiencing leading strategic planning initiatives, and have overseen budget development exercises;
- Have worked abroad, preferably in development- or water-related fields;
- Have solid academic grounding in environmental sciences, epidemiology, public health, business, global development, or related field;
- Have knowledge of basic principles of water quality and access;
- Have ability to speak and write in French; other languages (Spanish, Hindi, Swahili, Arabic) are useful.
- Have knowledge of Quaker testimonies and practices;
- Have experience in promoting a healthy work environment.

ADDITIONAL INFORMATION

Start Date: August 1, 2018, or to be negotiated.

Compensation: Starting salary of \$60,000 annually, plus paid vacation and sick/childcare leave, and health insurance.

It is assumed that the successful applicant will be with *Friendly Water for the World* for a long period of time, a minimum of three years.