

10/March/2020

## REQUEST FOR APPLICANT

**Position: Executive Director – Home based**

**Organization: Haiti National Clean Water, Sanitation and Hygiene Initiative (HANWASH)**

*HANWASH (Haiti National Clean Water, Sanitation and Hygiene Initiative) is a collaborative national program to deliver thoughtfully managed and sustainable clean water and sanitation to all citizens of Haiti, along with the associated health, community and economic benefits. Established in January 2018, the initiative is led by Rotary District 7020 (which encompasses 10 countries and 16 islands in The Bahamas and Northern Caribbean) and DINEPA (The Haitian Government's National Water and Sanitation Agency), along with other non-governmental organization (NGO) partners.*

### **General Responsibilities:**

Reporting to the HANWASH Steering Committee, the Executive Director will have overall strategic and operational responsibility for planning and achievement of its mission. The Executive Director will represent HANWASH to all stakeholders including Rotary clubs and districts, the Haitian Government National Water & Sanitation Agency (DINEPA), the Government of Haiti and agencies at the local, regional and national level. In addition, the Executive Director will work with donors, business leaders and Non-Government Organizations (NGOs) to build appropriate relationships and networks. The Executive Director will engage and empower people and inspire others to achieve aspirational goals. Proven communication, networking and implementation skills are fundamental to the position. He/she will be the primary person responsible for coordinating fund-raising activities both within and beyond the Rotary world.

### **Vision and leadership:**

- Ability to inspire and motivate future staff to deliver on the HANWASH mission.
- Build volunteer leadership team.
- Develop and effectively communicate changing priorities.
- Manage relationships with local authorities especially DINEPA and the Government of Haiti
- Engage partners, including Haitian and international Rotary clubs and districts, donors, and NGOs to support HANWASH mission.
- Represent HANWASH to all relevant external interests.

### **Relationship with HANWASH Steering Committee:**

- Participate with the Steering Committee (comprised of volunteers) to develop a Vision and Strategic Plan.
- Recommend program, organizational, financial and fund-raising plans to the Steering Committee.
- Prepare an Operational Plan to achieve agreed goals and objectives.
- Report regularly on HANWASH performance against goals, plans and budgets.
- Oversee preparation and regular reviews of budgets.

### **Organizational Management:**

- Confirm organization strategy and structure for Steering Committee approval.
- Plan for the organization's growth.
- Recommend work plans and priorities to achieve goals
- Hiring, engaging, empowering and aligning future staff with priorities and plans.
- Supervise operations, communications and sub-contractors.

### **Financial management:**

- Oversee preparation of budget
- Monitor financial performance to ensure compliance with approved budget
- Approve expenditures within authority delegated by Steering Committee.

### **Fund-Raising:**

- Identify, establish and maintain contact with Rotary clubs and districts with the potential for major partnerships.
- Present the HANWASH mission to Rotary institutes and conferences.
- Identify, establish and maintain working relationship with prospective non-Rotary funders, corporations, foundations, private individuals
- Support future staff in preparation of proposals and presentations soliciting funding support
- Negotiate partnerships as appropriate for generating funds

### **The Preferred Candidate will have the following qualifications:**

- Bachelor's degree, with a Master's degree preferred, in one of the fields of Public Health, Environment/Civil Engineering or in other Water – Sanitation emphasis.
- Four (4) years as an Executive Director of a non-profit or equivalent experience.
- Based in a location that avails easy access to regular travel to Haiti.
- Outstanding organizational skills.
- Strong interpersonal skills, along with excellent written and oral communications skills.
- A proactive style, self-motivated with little supervision and skilled at motivating others.
- Proven fund-raising skills.
- A deep understanding of Haitian values and culture.
- Fluent in English with working knowledge of French and/or Haitian Creole language required. Prefer fluency in both English and French or Haitian Creole.
- Experience in scaling up an organization.
- Familiarity with Rotary International policies and The Rotary Foundation grant procedures.

### **Executive Director Compensation:**

- Competitive and commensurate with candidate qualifications and experience.

**Please forward resume and salary history to: [John.Smarge@Rotary.org](mailto:John.Smarge@Rotary.org)**