

NOW HIRING

EXECUTIVE DIRECTOR



CHOICEHUMANITARIAN

ABOUT CHOICE HUMANITARIAN

CHOICE Humanitarian, an international development nonprofit organization based in Draper, UT, seeks an innovative leader as Executive Director to guide our mission of disrupting global poverty. Our sustainable approach, spanning seven countries and over 40 years, focuses on community empowerment, resilience, and intercultural exchange, impacting over two million lives.

Anchored on seven key values, CHOICE prioritizes collaboration, problem solving, innovation, transparency, and impact. With a dedicated global staff of 80 and an average annual budget of \$3 million, we leverage donations and partnerships to multiply our impact.

ROLE OVERVIEW

Reporting to the Board of Directors, the Executive Director (ED) will oversee CHOICE Humanitarian's overall health and spearhead its growth and performance. This dynamic leader will develop and lead strategic initiatives, manage finances, fundraise, and enhance program efficiency. The ideal candidate is an innovator, relationship builder, and motivating communicator demonstrating trusted leadership to donors, partners, staff, and the board.

CHOICE Humanitarian's top organizational priority is financial viability. The ED will drive CHOICE's progression from a stable to a thriving stage.

- *Leadership & Strategic Vision*
 - » Provide visionary leadership for the global staff, fostering a collaborative environment.
 - » Develop, review, and execute a strategic plan, ensuring fiscal responsibility.
 - » Mentor the leadership team, including country directors and U.S. staff, in problem solving and eliminating obstacles.
 - » Ensure systems are in place for consistency in delivery of all field programs.
 - » Foster a positive organization, recruit and develop talent, and work collaboratively with the board.

- *Fundraising & Donor Development*
 - » Lead fundraising efforts, cultivate relationships, and solicit sustainable funding.
 - » Expand the donor base through strategic engagement with current and new partners.
 - » Guide all funding categories to meet goals, strategically utilize staff and board in fundraising activities, and adapt to changing circumstances in the fundraising landscape.
 - » Be the organization's official representative in public relations, speaking engagements, educational conferences, and more.
 - » Utilize strong communication and storytelling capabilities to generate action from diverse audiences while fostering a positive image.

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801.474.1937

- *Programs & Projects Management*
 - » Ensure quality execution of field programs.
 - » Collaborate with central offices' country coordinators, oversee country directors, and encourage utmost effectiveness in "The CHOICE Way" (our approach to international development).
 - » Enhance communication of impact to donors (data, reports, etc.).
 - » Build and maintain relationships with public agencies and development groups.

QUALIFICATIONS

- Effective leadership skills with strong intercultural competencies adept for collaborating with a global staff, local country teams, and the rural communities served by our mission.
- Proven success in fundraising or revenue generation for a nonprofit or for-profit organization.
- Proven resourcefulness in developing strategies and leveraging limited resources and available funds to improve the fiscal viability of the organization.
- Understanding and proven experience with financial oversight, including managing budgets, financial statements, and forecasts.
- Ability to develop a sound annual operating budget in conjunction with staff and board and ensure that the organization operates within budget guidelines.
- Demonstrated ability to make collaborative and informed decisions, involving key stakeholders in the process.
- Effective communication skills, both written and verbal, to engage with diverse stakeholders, including country teams, and build strategic partnerships.
- Ability and willingness to step up to difficult issues and champion ideas with candor, authenticity, and diplomacy; always ready to question, unafraid to acknowledge what you do not know, and be prepared to create new pathways to success.
- Spanish language ability a strong plus.

BENEFITS

- Working with a talented and passionate global team to accomplish meaningful impact
- Global travel
- Competitive salary
- Subsidized health insurance and retirement plan
- Flexible work environment and generous paid time off (PTO)

APPLY

Applications are being accepted via listings on job board sites. Visit: choicehumanitarian.org/careers for further information.