



Executive Director Job Posting

Prosperity Catalyst is pleased to announce that it is seeking applicants for its Executive Director position. This is an opportunity for an exemplary leader to guide and grow a young and rapidly expanding women's international development organization. The Executive Director's role is to ensure that the organization serves its mission effectively, efficiently, and with deep integrity. Reporting to the Board of Directors, and overseeing a globally deployed staff of 11, the Executive Director (ED) has overall strategic, operational and fund raising responsibility for the organization including staffing, programs, expansion, and execution of its mission.

Our Mission:

Prosperity Catalyst is a non-profit (501c3) organization whose mission is to inspire, educate and support women entrepreneurs in places of conflict and natural disaster around the world. With current programs in Haiti and Iraq, and with the support of donors including the US Department of State, USAID and the United Methodist Committee on Relief, we seek to contribute to a global awakening in which women are recognized as vital participants in creating peaceful and prosperous societies. Prosperity Catalyst accomplishes this by empowering women as entrepreneurs, facilitating business and entrepreneurship education, and assisting women-owned enterprises in their initial creation and launch. With an emphasis on candle businesses, Prosperity Catalyst offers women an opportunity to learn technical candle making skills alongside business skills, so they can better support themselves and their families.

The Executive Director's roles and responsibilities include the following:

Strategy and Culture:

- Assures the organization has a long term vision and strategy which achieves its mission and toward which it makes consistent and timely progress.
- Responsible for programmatic goal setting, business plans, establishing initiatives, field partnerships and all impact reporting to ensure that Prosperity Catalyst is meeting its goals and delivering on its proposed theory of change.
- Provides thought leadership to the organization which guides communications, growth and culture.

Leadership and Management:

- Recruits, leads, coaches, develops, and retains a high-performance team (including interns and volunteers) to deliver on the mission of the organization
- Inspires and motivates the extended team for active engagement including Board of Directors, committees, partnering organizations, volunteers and funders.

- Responsible for attracting the majority of resources to the organization – financial, legal, human, partnerships, PR – to ensure operational effectiveness.
- Develops and maintains deep knowledge of the field and its trends

Operations:

- Works closely with the Director of Operations to oversee all operations of the organization and ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance, human resources, administration, fundraising, communications, and all internal systems to achieve strategic goals.
- Maintains official records and documents, and ensures compliance with international, federal, state and local regulations.
- Oversees all financial management responsibilities: day to day operations, on time reporting, budget preparation and monitoring, cash flow, management of finance staff/consultants, federal grant oversight and A-133 audit requirements.

Development and Communications:

- Plays the key leadership role in fundraising; which includes both short and long term planning, plan oversight to ensure progress, donor cultivation, and relationship management with existing supporters and donors.
- Responsible for raising the funds to meet the annual budget by securing existing relationships and expanding opportunities for diversified income streams and structures.
- Writes grants to support new and existing programs.
- Works with board to increase participation in development efforts and keeps board updated on status and activities.
- Serves as primary organizational spokesperson; represents the organization to the public at fundraising events, conferences, symposiums, dinners, program communities, etc.
- Deepens and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

Board of Directors:

- In partnership with Board Chair, develops, maintains, and supports a strong Board of Directors: serves as ex-officio member for committees; builds board involvement with strategic direction for both ongoing local operations as well as the international programs.
- Keeps the board fully informed on the condition of the organization and all important factors influencing it. This includes being responsible for providing monthly financial reports to the Board with support of the Treasurer/finance committee.
- Works with the Board Chair to coordinate regular Board meetings to discuss changes and share updates, and establish and change policy.
- Responsible for maintaining a good relationship with the Board and its individual members.
- Works with Committee Chairs to help support initiatives and activities.

Qualifications

The ED will be thoroughly committed to the Prosperity Catalyst mission. The ED should have proven leadership, relationship management, financial and operational experience, particularly in developing country settings. Concrete demonstrable experience and other qualifications include:

- Advanced degree, ideally an MBA, with at least 5 years of senior management experience; track record of effectively leading international programs with scaling performance, and leading an outcome-based organization and staff.
- Strategic leader with tactical leadership skill sets; has ability to translate vision and mission into realistic goals and objectives and achieve them.
- Strong business acumen with entrepreneurial experience, particularly with private sector business development in developing countries.
- Strong fund raising, marketing, public relations experience with the ability to engage a wide range of stakeholders and cultures and raise unrestricted funds
- Thorough knowledge and skill set for fiscal and budget management, which includes international, federal grant management and A-133 audit experience and expertise.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Past success working with a Board of Directors and the ability to cultivate existing board member relationships
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Ability to work in start-up, complex and challenging environments and locations (i.e. Iraq).
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Please provide a cover letter and a copy of your resume and send to info@prosperitycatalyst.org by November 21, 2014. This position is based in Cambridge, MA. We are accepting applicants located outside of Boston.