



# Hope for Haiti<sup>®</sup>

## Country Director Job Description

**Mission Statement:** To improve the quality of life for the Haitian people, particularly children, through education, nutrition, and healthcare.

### **Position Title: COUNTRY DIRECTOR**

The Country Director is Hope for Haiti's senior representative and principal manager in Haiti responsible for insuring all in-country operations are effectively and efficiently carried out and for coordinating as needed with other non-profits, international agencies, the Government of Haiti, and others as appropriate. The Country Director reports directly to the Executive Director in Naples, FL. and is responsible for consistent and effective management of all programs, staff and operations in the areas of education, nutrition, healthcare, clean water, special projects, and emergency relief provided by the organization in Haiti.

### **In Program Management, the Country Director: 35%**

1. Supervises all programming personnel and staff to ensure consistent and effective program development, implementation and maintenance that stays within budget.
2. Reports at least weekly to the Executive Director with program and operation updates.
3. Serves as the primary contact for third party NGO workers for general and emergency concerns (whether medical, transport, or information).
4. Is responsible for forging and maintaining strong relationships with other international and national organizations and continuing to expand outreach through meetings, workshops, and conferences.
5. Is responsible for representing *Hope for Haiti* and increasing knowledge about *Hope for Haiti's* activities locally and abroad (may include meetings with USAID, CRS, local and international organizations etc...).
6. Oversees and reviews all program material before publishing or sending to the Executive Director.
7. Manages the calendar for activities in Haiti including; workshops, conferences, volunteer mission teams, vacation schedules for staff etc...
8. Oversees coordination of volunteer mission trips and makes necessary arrangements on the ground in Haiti.
9. Works with in-country staff and the Executive Director to create program and operation budgets each year.
10. Responsible for strategic programming, planning, monitoring and evaluations.

11. Evaluates the feasibility and structure of potential programs, special projects including geographical location, potential program expenses, and duration of program each year and makes recommendations to the Executive Director regarding the most successful program development approach.
12. Conducts site visits, as appropriate, at all program locations to monitor and evaluate progress and implementation.

**In Operations Management, the Country Director: 55%**

1. Is ultimately responsible for hiring all in-country Haitian staff and insuring they are properly trained and managed.
2. Oversees all payments and salaries for local staff and day laborers.
3. Oversees all operations, construction, and maintenance including but not limited to: travel, shipping, vehicles, Guest House and the Infirmierie St. Etienne (i.e. electricity/propane gas, water, trash disposal, structural integrity, paint, road accessibility, security, grounds keeping etc...).
4. Meets with key staff members, on a regular basis, for updates and to outline a comprehensive plan of action for the next week.
5. Oversees all of Hope for Haiti's transportation needs including; shipment of donations, volunteers, food, and construction supplies.
6. Is responsible for the purchase of all construction materials and will monitor market price fluctuation.
7. Is responsible for recording all on-the-ground expenses in an excel spreadsheet with expenditure documentation when available. Monthly financial reports must be sent to the Executive Director
8. Must stay informed on security issues and other relevant news happenings in Haiti.
9. Coordinates and escorts *Hope for Haiti* medical professionals, volunteers, and representatives while they are in Haiti performing program services for *Hope for Haiti*. Manages all elements of each trip in obtaining suitable transportation, lodging and food for all members, provide for effective English/Creole language translation, and see to the safety of all participants from point of departure from United States to the point of their return.
10. Undertake and be responsible for all other issues which might arise in the course of carrying out Hope for Haiti's mission.

**In Development, the Country Director will: 10%**

1. Contribute content for:
  - a. Newsletters (biannually)
  - b. Annual Report
  - c. Christmas Card

## **EDUCATION / EXPERIENCE / PERSONAL CHARACTERISTICS**

1. Personal commitment to the mission of *Hope for Haiti*
2. 30 month commitment as Country Director in Haiti
3. Bachelor's degree from an accredited University. Master's Degree or equivalent experience with a focus on International Development (preferred).
4. Three to five years of experience in developing countries in a management position
5. Excellent oral, written, and public communication skills
6. Advanced computer skills (Word, Excel, Basic Web-Development i.e. In-Design)
7. Demonstrated skill in program development and management
8. Applicants must be physically capable of meeting all physical responsibilities, including but not limited to walking distances over 5 kilometers and lifting at least 30 lbs over shoulders
9. Experience with budget development and reporting
10. Well-developed verbal and written bi-lingual communication skills in English and French (Creole is a plus.)
11. Ability to forge a mutually respectful and productive partnership with existing development agencies, businesses, human services, and religious affiliates in Haiti and the US.
12. Ability to respond appropriately and with sensitivity to the cultural differences present among the organization's service population
13. Ability to live and work in rural Haiti
14. Proper documentation and authorization to travel freely between United States, Haiti, and the Dominican Republic.
15. Creative self-starting abilities
16. Dependability
17. Ability to work under pressure
18. Undertake and be responsible for all other issues which might arise in the course of carrying out HFH's mission
19. The Haiti office generally works seven days a week, up to twelve hours a day.

## **COMPENSATION & BENEFITS**

Annual salary commensurate with experience (DOE). The salary paid includes the following:

- a) Hope for Haiti to provide room and board at the HFH house in Les Cayes, Haiti
- b) Healthcare insurance coverage
- c) Emergency Evacuation Insurance (SOS)
- d) Staff will be required to visit home office in Naples once a year with expenses paid by *Hope for Haiti*
- e) Transportation will be provided to home city once a year with an allowance of not more than \$500
- f) Leave of 15 days paid time off per calendar year.

Note: Expats are required to leave Haiti four times a year. The Director will live in Les Cayes, Haiti. Hope for Haiti considers this to be an unaccompanied post. Exceptions could be made depending on the individual circumstances of the partner.

Please send cover letter and resume (with references) via e-mail to Tiffany Kuehner, [tiffany@hopeforhaiti.com](mailto:tiffany@hopeforhaiti.com). Please visit Hope for Haiti's website to learn more about us [www.hopeforhaiti.com](http://www.hopeforhaiti.com)