



Gift-in-Kind Program Director

Job Description

Position Title: Gift-in-Kind Program Director (GIKD)

Start Date: October 28, 2019

Status: Full time

Reports to: Chief Impact Officer

Supervisees: Gift-in-Kind Program Manager

Mission Statement: To improve the quality of life for the Haitian people, particularly children.

Brief Organizational Summary: Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 30 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Our vision for Haiti: joyful children, healthy families, thriving communities, and the resources to make it so. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization's proven track record of success, Hope for Haiti stays true to its mission and founding principles while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit www.hopeforhaiti.com.

Role Purpose:

Under the direct supervision of the Chief Impact Officer, The Gift-in-Kind Program Director (GIKD) has the primary responsibility for planning, securing and following through on Gift-in-Kind shipments as well as monitoring that shipments were received at planned locations and went to expected beneficiaries. The purpose of the role is to identify potential donors, develop relationships and acquire valuable donations at the local and international levels. The GIKD will collaborate closely with the Chief of Donor Experience to manage GIK donors and partnerships through the donor experience process and coordinate volunteer experiences. The GIKD manages the GIK Manager (GIKM) and team in Haiti.

Essential Duties and Responsibilities

- 60% Supply Chain Management
 - Ensures appropriate procedures and systems are in place to ensure efficiency of the supply operations. Liaises with GIK Manager including Country Director, to implement new initiatives that align with “do no harm” practices.

- o Ensures appropriate planning, implementation, monitoring and evaluation of the supply chain operations. Oversees preparation of documentation. Reviews supply documentation including requisitions, tender documents and contracts/purchase orders (POs).
- o Ensures establishment of supply plans and forecasts, supply source- and availability plans, logistics and distribution plans.
- o Ensures emergency preparedness of supply and logistics for programs in line with Hope for Haiti's Emergency Preparedness policies.
- o Conducts field visits to Haiti offices or project sites, to monitor supplies and propose actions to improve logistics arrangements.
- o Research opportunities and develops relationships with national 3rd party logistic firms and trucking companies to build the infrastructure required to support rapid growth on GIK supply chain.
- o Performs other duties as assigned.
- 40% Donor Experience
 - o Maintain high-level relationships and communication with GIK donors.
 - o Secure GIK gifts at all levels with the goal of raising \$11 million annually in GIK and \$100,000 for shipping logistics.
 - o Manage systems and software to track and cultivate donors and prospects, including our donor database .
 - o Work with the development team to align efforts and set goals.
 - o Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
 - o Coordinates content from the field for reporting and auditors.
 - o Coordinate and attend in person special GIK events (packs, lunch and learns) at the individual and corporate level in Hope for Haiti's regional hubs (Les Cayes, Naples, Miami, NYC area, Arizona, LA, Boston, etc).
 - o Attend partner meetings and lead Haiti Donor Trips.
 - o Performs other duties as assigned.

EDUCATION / EXPERIENCE

- Passion and enthusiasm for non-profits work, specifically in Haiti.
- Strong understanding of supply chain processes, from programme needs assessment, through planning, category management, procurement and contracting, logistics and delivery, monitoring and evaluation
- Fast learner, adapts and responds to change, tolerates ambiguity.
- Ability to network and establish good relations with stakeholders.
- Knowledge of monitoring and evaluation methodologies
- Knowledge and experience with proposal writing and reporting.
- Must be able to work in a warehouse environment and capable of lifting, pushing, and material handling of 25 pounds or more.
- Ability to use computers, including Gmail Suite (email, google documents, google calendar), Microsoft Word, and Microsoft Excel, Experience in RE, Salesforce or other database platforms.
- Must be eligible to work in the United States.

- Must be fluent in English. Haitian Creole language skills appreciated.

PERSONAL CHARACTERISTICS THAT ALIGN WITH CORE VALUES

Resiliency

- Ability to respond appropriately and sensitively to cultural differences as they arise among the organization's service population
- Flexible, adaptable, patient and accepting of the fact that Hope for Haiti and its activities are constantly evolving in line with its resources and goals.
- Ability to adapt to and make level-headed decisions in stressful situations
- High energy and strong physical condition, including but not limited to the ability to hike distances over 5 kilometers and lift at least 30 lbs over the shoulders

Empower

- Ability to conduct and participate in staff meetings and strategic planning professionally and to represent Hope for Haiti's mission to team members and colleagues

Accountable

- Excellent organizational skills and ability to prioritize assigned tasks.
- Personal commitment to the mission and vision of Hope for Haiti and a desire to help the most vulnerable population
- Maintains the highest level of confidentiality with sensitive information

Collaboration

- Ability to effectively work with a team
- Ability to resolve interpersonal conflict while preserving a team-oriented outlook

Hope

- A shared belief that there is always a pathway to improvement despite the challenges that lie ahead.
- Positive outlook and ability to work through difficult situations knowing that it's possible to achieve desired outcomes.

COMPENSATION & BENEFITS

Commensurate with experience. This is a full-time contract based in Naples, FL.

APPLICATION PROCESS

Please send a cover letter with salary requirements, via e-mail to careers@hopeforhaiti.com in English. Applications are due by **October 1, 2019**, or until a qualified candidate is selected.

When sending your application via e-mail please make the subject line read "Your First & Last Name" and "Gift-in-Kind Director".

Thank you for your interest in Hope for Haiti!
To learn more about us please visit www.hopeforhaiti.com