



## Country Director Job Description

**Position Title:** Country Director

**Start Date:** February 2020

**Status:** Full Time

**Reports to:** Chief Impact Officer

**Supervises:** Haiti staff

**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. Hope for Haiti's vision for the future is one of the strategic growth in creating healthy, sustainable communities. 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](http://www.hopeforhaiti.com).

**Position Title:** Country Director

**Location:** Les Cayes, Haiti

### **Position Description:**

Reporting to the Chief Impact Officer, the Country Director is Hope for Haiti's senior representative and principal manager in Haiti responsible for the day-to-day office and program operations in-country based in Les Cayes, Haiti. The Country Director is responsible for consistent and effective management of all programs, staff and operations for Hope for Haiti in the areas of, but not limited to; education, healthcare, and economic development. The Country Director works closely with the Chief Impact Officer to ensure that the organization's vision to create Sustainable Communities is implemented on the ground. He/She works to build and manage the team necessary to accomplish the organization's goals and objectives while coordinating as needed with other non-profits, international agencies, the Government of Haiti, and others as appropriate.

### **Program Management Responsibilities:**

1. Works closely with the Chief Impact Officer to supervise all programming personnel and staff to ensure consistent and effective program development, implementation, monitoring and evaluation, and budget tracking.
2. Reports at least weekly to the Chief Impact Officer with program and operation updates.
3. Forges and maintains strong relationships with other international and national organizations and continues to expand outreach through relevant meetings, workshops, and conferences.
4. Represents Hope for Haiti and increases knowledge about Hope for Haiti's activities locally and abroad, may require travel as needed for presentations, Board Meetings, events, etc..
5. Oversees and reviews all program material prior to sending for review by the Chief Impact Officer.
6. Manages the calendar for program/operational activities in Haiti including; workshops, conferences, volunteer/donor trips, vacation schedules for staff etc...
7. Lead the Haiti team's annual strategic planning process to include all staff, partner, and government input.

### **Operations Management Responsibilities:**

1. Assists in recruitment/hiring of all International staff members along with the Director of Employee Experience and Administration (DEE) and acts as their direct manager.
2. Hires all in-country Haitian staff and ensures they are properly trained and managed. Works with DEE in conducting goal planning and reviews for staff, and working towards staff development and growth.
3. Oversees all payments and payroll for local staff and program expenses.
4. Oversees all Accounting and Human Resources, ensuring that Hope for Haiti Procedures are respected
5. Meets with key staff members, on a regular basis, for updates and planning.
6. Approves in-country financial transactions (checks, wire transfers, cashier checks) and reviews weekly accounting.
7. Tracks all Human Resources forms & maintains a strong relationship with the Ministry of Labor and Social Affairs.
8. Oversees all operations and maintenance of Hope for Haiti assets including but not limited to: Infirmary St. Etienne, Office, Storage, Vehicles, etc.
9. Stays informed on security issues and other relevant news happenings in Haiti.
10. All other issues, which might arise in the course of carrying out Hope for Haiti's mission.

### **Development Responsibilities:**

1. Interacts with current and potential donors.
2. Participates in all visitor trips and provides support to program visits, translations and hosting.
3. Looks for additional funding opportunities that may become available locally or internationally to best support the organization's programs.
4. Contribute content for development related materials included

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

1. Technical expertise in Education, Healthcare and/or Economic Development.
2. Personal commitment to the mission, vision and core values of Hope for Haiti and ability to lead and create a work environment reflected by those.

3. Must be able to live and work full time in Les Cayes.
4. Fluent in English, French and Haitian Creole (reading, writing, speaking, translations).
5. A Bachelor's degree from an accredited University. Master's Degree or equivalent experience with a focus on International Development/Non-profit or Business Management is preferred.
6. At least ten years of experience in developing countries in a senior management, and administrative position managing large multi-sectoral teams.
7. Excellent oral, written, and public communication skills.
8. Advanced computer skills in Google Tools, Microsoft Office Suite and Cloud-based software programs.
9. Demonstrated skills and experience in program & budget development, management, accounting, and administration.
10. Maintains the highest level of confidentiality with sensitive information.
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 travel between Haiti and the United States preferred.
13. Ability to work under pressure while maintaining a positive attitude and joyful demeanor.
14. Applicants must be capable of meeting all physical responsibilities, including but not limited to walking distances over 10 kilometers at various elevations, and lifting at least 30 lbs over the shoulders.

### **COMPENSATION & BENEFITS**

Annual salary commensurate with experience (DOE).

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing and highly respected organization. We are seeking an individual of outstanding quality with a demonstrated track record. The organization's headquarters is based in Naples, FL, and this position is specifically based in Les Cayes, Haiti.

Note: International staff living abroad may be required to leave Haiti four times a year (at least every 3 months). 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. Workdays are Monday-Saturday and an occasional Sunday. Fieldwork may require the extension of the workday.

### **TO APPLY**

Hope for Haiti is currently accepting applications. Interested candidates should submit a resume along with a cover letter that lists at least 3 references with a phone number and email, and salary requirements. Applicants must also complete the Supplemental Hiring Questions and send to [careers@hopeforhaiti.com](mailto:careers@hopeforhaiti.com). All applications must be submitted in English.

Please include "**Country Director**" and your **Name** in the subject line of the e-mail (i.e. Country Director-John Smith).



## Hope for Haiti Supplemental Hiring Questions

Thank you for your interest in Hope for Haiti. We know that completing this application will not be quick and easy. We believe that a more rigorous upfront application will allow us to explore potential great fits only, saving time both for candidates and for us in the long run. Thank you in advance if you choose to apply!

1. How did you hear about this open position at Hope for Haiti?
2. Why do our mission, vision and core values matter to you personally, and what have you done to address this?
3. Please create and upload a short ONE MINUTE VIDEO in **both English and Haitian Creole** in which you state your name and answer the following questions: [What's Haiti's biggest challenge and how do you think it can be addressed?] Note: candidates who do not submit a video will not be reviewed until after we review candidates who do.\*\*\*
4. Over the course of your career as a manager, how many total direct reports have you managed for at least 6 months?
5. Describe a team member you have managed, whose growth you have cultivated. If we contacted them as a reference, what would they say about the impact you had on them and where you need to grow as a manager?
6. If you have prior experience working remotely, please tell us about it. First, describe the context. Then, provide concrete examples of your successes and challenges working remotely.
7. Do you really want to live and work in Les Cayes full-time?