



MFANGANO ISLAND • SUBA DISTRICT, KENYA

OHR Executive Director – Job Description

The Organic Health Response (OHR):

The Organic Health Response (OHR) is a small and growing nonprofit organization that activates the communities of Mfangano Island, Kenya to strengthen the health, resilience, and local voice of the Lake Victoria region. Founded in 2008, OHR is registered in the USA as a 501(c)3 nonprofit and partners in Kenya with the Ekialo Kiona Center, a Community Based Organization (CBO) on Mfangano Island. Together we equip our rural villages with resources, training, and connections to respond “organically”—as unified communities—to the overwhelming socio-economic, epidemiological, and ecological challenges we face. Our team also uses research to understand the needs of our population and impact of our actions.



Position Description:

The Organic Health Response is seeking a dynamic, enthusiastic Executive Director committed to the growth of a young nonprofit organization. The Executive Director will serve as the organization’s leader, working directly with the Board of Directors to ensure our strategic goals are achieved, and the necessary funding is available to meet our set mission and vision. The Executive Director serves as the primary liaison between the OHR Board and the Ekialo Kiona leadership team, and provides capacity building support to ensure the Ekialo Kiona Center has the resources and skills needed to manage our rapidly growing programs. Other primary responsibilities include the development and implementation of OHR’s fundraising strategy, financial management of the organization, and increasing the organization’s profile both in Kenya and in the United States.

We seek an ED who is interested in growing with our organization as a leader in our future progress. The ideal candidate has an aligned vision with the organization's mission and experience in international development, nonprofit management, and fundraising skills to support the organization's expanding impact. We seek an individual with strong communication and leadership skills who is excited about working in a team setting.

Primary Duties & Responsibilities:

The Executive Director will work together with the OHR Board of Directors and 1 administrative staff member in the US, as well as support a leadership team of 5 programmatic staff in Kenya. This position will be based in the United States with travel to Mfangano Island, Kenya on a bi-annual basis, and occasional regional travel in the United States for conferences and meetings. US location and travel schedule are flexible and will be based on the needs of the organization and our partners in Kenya. Preference will be given to those in close proximity to OHR’s current base of operations in Minneapolis, MN or San Francisco, CA.

1. Leadership and Implementation of Mission (40%)

- a. Collaborate with the Board of Directors (BoD) to refine and implement OHR’s strategic plan while ensuring that the budget, team, and priorities are aligned with our core mission
- b. Lead annual planning and budget development process in collaboration with the BoD and Ekialo Kiona team
- c. Provide core oversight and organizational leadership, ensuring the organization is in compliance with local regulations
- d. Ensure the quality and effectiveness of programs by monitoring day-to-day delivery as well as quarterly impact metrics
- e. Develop future leadership of the Ekialo Kiona team through capacity building support



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- f. Provide direction and encouragement to the BoD through board education on topics such as governance and philanthropy
- g. Develop internal communication plan for both the OHR and EK teams, and serve as the primary link between both groups

2. Development (40%)

- a. Develop and implement an annual fundraising strategy and secure adequate funding for the operation of the organization (Annual operating budget of \$400,000)
- b. Cultivate a culture of philanthropy within the organization, and work with each BoD member to create an individualized development plan
- c. Improve donor engagement
- d. Research and identify new funding sources, oversee the development of fundraising plans, supervise the organization of fundraising campaigns and events, and write funding proposals to increase the funds of the organization
- e. Coordinate the design, printing and distribution of marketing and communication materials for development efforts
- f. Build relationships with community stakeholders, funders and other organizations and serve as an advocate to advance the mission and fundraising goals of the organization

3. Financial Management and Operational Support (20%)

- a. Ensure good financial stewardship for the organization
- b. Manage OHR and EK accounting systems and chart of accounts
- c. Oversee OHR administrative staff, and provide support with communication plans, human resource systems, volunteer coordination, and organizational promotion through website and social media platforms

Qualifications:

University degree required; MBA, MPH, MDP or other related advanced degrees and/or experience will be considered with preference

Experience

- At least 2 or more years of professional experience in the non-profit sector with a focus on international development and nonprofit management
- Demonstrated leadership with measurable impact
- Fundraising and grant writing experience in a non-profit
- Extended international field experience, ideally in Kenya/East Africa

Knowledge, skills and abilities

- Knowledge of leadership and management principles as they relate to non-profit organizations
- Proven dedication and interest in community development, community health and well-being, and environmental stewardship
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of financial and program management
- Fluency in English; Swahili or Dhuluo proficiency highly desirable

Personal characteristics

The ideal candidate should demonstrate competence in some or all of the following:



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- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency. Our work is implemented in a rural Kenyan community where patience and flexibility is greatly honored.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Listen with intent, and speak using appropriate and effective communication tools and techniques, appropriate for the given audience.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities

Start Date: May 1, 2016

The first 2 weeks will include a US-based training in Minneapolis, MN, followed by a 2-month on the job-orientation at the Ekialo Kiona Center on Mfangano Island, Kenya. Location and travel schedule are flexible and will be determined thereafter.

Probationary Period:

The first 3-months of this position will be a strict probationary period. The goal of this probation is to ensure the employment relationship is a good fit for both the organization and the candidate. At the end of the probationary period an evaluation will be conducted, and if the fit is right, a contract will be developed for full-time employment.

Compensation and Benefits:

- Salary \$35,000-\$45,000, commensurate with experience
- Health and travel insurance stipend
- Travel reimbursement (airfare, housing, in-country transportation)
- 3 weeks paid vacation each year
- One capacity building training per year

Application Instructions:

To apply, please send the following:

- 1) A cover letter outlining personal desire for this position and unique qualifications
- 2) A brief development-focused writing sample such as recent grant application or funding proposal
- 3) CV/resume with 3 references

Send to: khines@organichealthresponse.org, subject line “Executive Director Application – [Full Name].”

Review of applications will begin on April 6, 2016.