

## Executive Director

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### ABOUT US

Shanti Uganda improves maternal and infant health throughout Uganda using a unique collaborative care model. We imagine a world where all women have access to a midwife and are respected, empowered and able to thrive throughout the birth process.

Shanti Uganda's proven model of success and dedicated team have supported over 1300 births and impacted over 46,000 lives throughout Uganda since 2008. The Shanti Uganda Birth House is a solar powered maternity center located in the Luwero District of Uganda. The Birth House provides mother-centered care throughout pregnancy, birth and the postnatal period in addition to health education workshops for teens and a thriving community garden and nutrition program for clients and their families. With a strong team of 18 staff, a dedicated board of directors and international recognition, Shanti Uganda is a women-led organization with an exceptional impact.

### JOB LOCATION

Vancouver, BC with travel to Uganda lasting between 3-6 weeks and occasional National and International travel for events and conferences.

### ABOUT THE JOB

Reporting to the Board of Directors, the Executive Director (ED) will lead Shanti Uganda by providing the drive, vision and entrepreneurial skills to grow the organization's funding, team and impact. The ED position is a good opportunity for an emerging leader to gain experience in leading an international non-profit.

The ED will provide leadership and direction with regards to programing, operations, strategic visioning, fund development and cultivating a strong team. They must be a passionate thought leader and self-starter with the capacity to further the mission and convene supporters, experts and volunteers from many different fields and be able to work effectively within the midwifery, maternal health and international development sectors amongst a wide complement of stakeholders.

With incredible humility, diplomacy and professionalism, the ED will bring with them a track record of success working with donors, networking and developing fundraising initiatives that will benefit Shanti Uganda and the community we serve.

They will do this by drawing on their experience working with and inspiring staff, volunteers and board members to carry out the organization's mission and increase the organization's capacity to improve maternal and infant health throughout Uganda.

*The Shanti Uganda Society*

1900 Bowman Ave. Coquitlam, BC V3J 6E3  
info@shantiuganda.org [shantiuganda.org](http://shantiuganda.org)

## **KEY DUTIES/RESPONSIBILITIES**

### **Strategy & Governance**

- Participates with the Board in developing the vision and strategic plan to guide the organization and set direction and goals. Responsible for successful execution of strategic plan
- Regularly reports to and works collaboratively with Board of Directors and Board President to develop agendas and attend and participate in all board meetings, strategic planning, annual general meeting and board retreat
- Main point of contact for voting membership, advisors and committees
- Ensures the development and adherence to all organizational policies and processes

### **Fundraising & Partnership Development**

- Develop fundraising strategy to include diverse funding including - individual donations, corporate giving, grants, events and a strong emphasis on organization's internally generated revenue streams
- Manage and develop key relationships with major partners in Vancouver, Uganda and Internationally
- Support Events Committee in execution of annual fundraising events
- Establish and maintain relationships with donors and granting organizations and ensure donor stewardship and compliance with funding goals and reporting requirements

### **Human Resources**

- Ensure adequate staffing consistent with organizational needs
- Lead and inspire team in alignment with organizational culture and values
- Recruit, train and evaluate leadership staff including Operations Director and Country Director and support Country Director in their leadership capacity to oversee all staff in Uganda
- Develop and oversee recruitment, management and retention of volunteers in North America and ensure adequate support
- Oversee the development of appropriate policies, manuals and documents relating to all staff and volunteers

### **Operations**

- Maintain official records and documentation to ensure compliance for the organization in both BC, Canada and Uganda
- Ensure all organizational filings, registrations and renewals are carried out in accordance to regulations in BC, Canada and Uganda
- Ensure appropriate and adequate insurance coverage is in place in Vancouver and Uganda
- Oversee management of donor database and organization wide file management system

### **Financial Management**

- Work with the Treasurer of the Board, Operations Director and Program staff to develop annual budget, present regular financial reporting and ensure adequate monthly financial recording
- Ensure efficient use of financial resources within the approved budget

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## **Communications & PR**

- Represent Shanti Uganda and act as main spokesperson at all major funding meetings, events, presentations and with media
- Ensures the execution of the organization's website, newsletters, blog, social media, campaigns and media coverage

## **Programs & Impact Measurement**

- Enhance evidence based, holistic programs that improve maternal and infant health
- Oversee program growth and quality impact measurement

## **EXPERIENCE/SKILLS & EDUCATION**

- Master's degree in International Development, Public Health, Non-Profit Management/Leadership or relevant field (or an equivalent combination of education and experience)
- Must have previous experience working in low resource countries with program management, monitoring & evaluation and emergency management experience
- Must have experience managing budgets above \$250,000 with strong capacity for financial management and oversight
- Experienced fundraiser with demonstrable success in fundraising, securing grants above \$25,000 and developing strategic partnerships
- Experience leading and working with a wide variety of stakeholders including staff, board, advisors, volunteers, donors and beneficiaries
- Demonstrable track record of success in governance, leadership and executing strategic plans
- Exceptional administrative, communication, organizational and time management skills
- Proficiency in Microsoft word, PowerPoint, excel, google drive, social media required and Quickbooks and Salesforce an asset
- Diplomatic, decisive and culturally competent
- Experience supporting team in a remote capacity an asset

## **HOW TO APPLY**

If this sounds like the opportunity for you and you are committed to global maternal health, we would love to hear from you! We encourage emerging leaders to apply. Please email your cover letter and resume in a single PDF file to **Connie Chong, Board President at [info@shantiuganda.org](mailto:info@shantiuganda.org) by January 5<sup>th</sup>, 2018** and include position title in the subject line. We kindly ask that applications be sent by **email only - no mail applications or phone calls please**. Only applicants who are selected for an interview will be contacted.

The annual salary range for this full time 40/hr role will be between \$45,000 - \$55,000 depending on experience. The position will offer generous holiday time and require regular travel. Must be legally able to work in Canada. We sincerely thank all applicants for their interest in working with Shanti Uganda. Only applicants considered will be contacted. [www.shantiuganda.org](http://www.shantiuganda.org)

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