



Executive Director CEPAD USA

CEPAD USA is a 501c3 nonprofit supporting, financially, the efforts of CEPAD Nicaragua. CEPAD Nicaragua is a group of Protestant Churches working together to train, educate and assist in leadership, food security and poverty reduction of rural communities across Nicaragua.

Position Description

The Executive Director is responsible for collaborating with the board to implement and facilitate all fundraising efforts in support of CEPAD, and to manage operations of the organization. The Executive Director will work closely with the Executive Committee, Treasurer and other staff or potential staff, to carry out a broad-based fundraising plan targeting individuals, corporations, foundations, and Christian institutions to support CEPAD. **Because of the communication needed with the ED of CEPAD in Nicaragua, fluency in Spanish is required.**

Primary Responsibilities

Reporting to CEPAD USA'S Executive Committee, this position is responsible for the following:

1) **Fundraising and Communications:** Develops resources sufficient to ensure the financial health of the organization through solicitation and communication with donors.

- Write and disseminate appeal letters, thank-you letters, newsletters, and other communications to solicit gifts and provide follow-up on gifts.
- Establish and maintain relationships with individual donors, churches and other organizations and utilize those relationships to strategically enhance CEPAD

USA's mission of fundraising for CEPAD in Nicaragua. Occasional Travel for in-person donor visits required.

- Serve as CEPAD USA's primary spokesperson to the organization's constituents, the media, and the general public.
- Build the grant writing program by producing documents and writing grant proposals.

2) Board Governance: Works with the Board of Directors in order to fulfill the organization's mission. Responsible for leading CEPAD USA in a manner that supports and guides the organization's mission as defined by the Board of Directors. Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Attend regular board and committee meetings and provide updates to the CEPAD USA Board of Directors and committees
- Work with the Executive Committee, to establish fundraising goals for coming year
- In collaboration with the Treasurer, submit financial statements bi-monthly and a draft budget annually to the Board of Directors.
- Work with the Board of Directors to implement CEPAD USA's current strategic plan and mission.

3) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible for the hiring and retention of competent, qualified staff.
- Update the donor database and website as needed.
- Identify and classify expenses in organizational software.
- Facilitate communication between CEPAD USA and CEPAD in Nicaragua
- Travel to Nicaragua annually, when feasible.

Required Qualifications

- A bachelor's degree.
- Fluency in Spanish
- Nonprofit management experience.
- Demonstrated ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.
- Demonstrated success in nonprofit fundraising. Excellent donor relations skills and experience in writing fundraising materials.
- Strong work ethic and a self-starter with the ability to manage your own workload

Desired skills

- Working Knowledge of Quickbooks
- Knowledge of database management (specifically Little Green Light a plus)
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong written and oral communication skills
- Strong public speaking ability
- Transparent and high integrity leadership.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.

Compensation: Starting salary commensurate with experience, within a range of \$55,000 – \$65,000 per year. CEPAD USA provides flexibility, a remote working environment and generous vacation time and holidays.

To Apply: Email a cover letter and a resume with your qualifications to employment@cepadusa.org by August 15, 2022. We will accept applications only by e-mail. NO PHONE CALLS PLEASE. All applications will be kept strictly confidential.