

CAREERS AT PROJECT HOPE WORLDWIDE: EXECUTIVE DIRECTOR

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Application Due: June 15, 2021
Target Start Date: August 9, 2021



Executive Director Position

Project Hope Worldwide seeks a dynamic, experienced, and talented executive leader to manage U.S. Headquarters and worldwide operations. This is the ideal position for a servant-leader who loves the Lord, is passionate about leading a diverse team of staff and volunteers, and is committed to ensuring excellent holistic care for orphans and vulnerable children in some of the most difficult places in the world.

About Project Hope Worldwide (PHW)

Founded in 2009, PHW is on a mission to bring hope and excellent care to orphans around the world. We exist to receive, provide refuge, and restore hope to the world's most vulnerable children in Jesus's name. In just over a decade of operation, PHW has grown from our initial Hope Project in Africa to caring for nearly 250 precious children in the difficult areas of Uganda, Mexico, Nicaragua, and South Asia.

Initially founded by a compassionate and dedicated team of believers from the Tulsa, Oklahoma area, PHW's board, volunteers, and sponsors now span North America. Our growing family is deeply committed to the implementation of our holistic care model that is the cornerstone of supporting vulnerable children: Spiritual and Character Mentoring; Safe Living Environment; Medical Care; Nutritious Meals; and Excellent Education.

We experience God's mighty provision at PHW daily thanks to the generous support of nearly 1,000 loving child sponsors, incredible major donors, and passionate church partners. Our U.S. Headquarters team is comprised of full-time staff joined by U.S. Directors who serve as volunteer managers and liaisons to each of our four Hope Projects. We employ in-country staff including local directors, pastors, teachers, house mothers, medical professionals, maintenance, and security personnel.

The Executive Director as Servant-Leader

The ideal servant-leader is servant first. The ideal Executive Director is a leader after Christ's own heart in serving first and setting a clear example for all to follow. The Executive Director reports directly to the Board of Directors and partners with them in prayer and in ensuring all staff and volunteers are well supported and well led in fulfilling the vision, mission, values, and strategic plan of PHW.

We invite you to visit www.projecthopeworldwide.org to learn more about us!



Executive Director Position Overview

The PHW Executive Director is the head of worldwide operations working collaboratively with the Board of Directors to ensure strategy, decisions, and direction are effectively communicated, implemented, and monitored by U.S. and in-country staff.

Board Collaboration

The Executive Director supports an active Board that meets monthly. The Executive Director supports the governance procedures and timely operations of the Board of Directors in matters of compliance, policy recommendation, transparent advisory and accurate reporting. The Executive Director leads the U.S.-based staff in supporting Board Committees and volunteers in implementing key priorities, programs, and continual infrastructure advancement to care for the children.

Team Management

Working in partnership with the Board and leading through staff and contract partners, the Executive Director oversees, recruits and trains staff and volunteers to implement priority programs, fundraising, marketing, communications, human resources, technology, training, events, and day-to-day operations.

The Executive Director is responsible for ensuring a healthy team culture and positive work environment where diversity is respected, every voice is valued, everyone is heard and included, and staff and volunteers are prepared to bring their best selves to the projects at hand.

Care and Supervision

The Executive Director is the ambassador of Christ and the Board of Directors. He/she will serve as the key executive demonstrating PHW's enduring commitment, supervisory support, and assistance to in-country staff. The Executive Director visits each Hope Project at least one time each year. More frequent travel may be necessary based on the implementation of major projects or in response to local conditions which need executive attention and direct support.

Christ-Centered

The Executive Director loves Jesus and His children, has an active prayer life, faithfully seeks God's wisdom, and applies Biblical leadership personally and professionally.



Executive Director Requirements

Applicants for the position must possess the required specifications to be considered for the position. The desired specifications are those that are not necessarily required, but represent desired education, experience, and/or skills to be effective and successful in a growing organization. No internal candidates meet all required/desired requirements.

Required Faith:	Passionate about their relationship with Christ.
Required Education:	Bachelors degree
Desired Education:	Masters Degree or related advanced certification
Required Experience:	Nonprofit leadership; 5+ years in senior management with demonstrated results in development, marketing, communications and social media, leadership, contracts, governance, and business operations.
Desired Experience:	Experience with global missions or multi-site organization; background in child development/education; fundraising expertise and genuine relational skills to all donor levels important.
Required Travel:	Visit all four Hope Projects at least one time annually; meet in-person with Tulsa-area U.S. Staff at least monthly; attend monthly Board of Directors Meetings (Board meets live and virtual)
Desired Location:	Oklahoma-based (ideally Tulsa/Owasso area) We are open to the ideal candidate residing outside Oklahoma.
Required Communication:	Customer-service oriented; ability to relate well with people from all walks of life (written and verbally); proficient in standard office technology, communication software, and social media.
Desired Communication:	Fluency in Spanish; persuasive/inspiring communicator
Required Screening:	Selected candidate must possess a valid U.S. Passport, complete background check, pass credit check, and sign a Proprietary Information, Conflict of Interest, and Confidentiality Agreement annually.



Executive Director Selection Process

Project Hope Worldwide desires to have the Executive Director selected and in place by the target date of Monday, August 9, 2021. The following timeline outlines the application and selection process:

May 3

Online Application Opens!

- Upload application materials at projecthopeworldwide.org
- Questions: email careers@projecthopeworldwide.org

June 15

Applicant Materials Submitted Online including:

- Application (completed online)
- Resume/CV (uploaded with application)
- 3 Letters of Recommendation (may be submitted later)
- 4 Expertise/Character References (may be submitted later)
- Statement of Purpose outlining the applicant's alignment with the PHW mission.

Week of June 21

Board Screening of Applicants

Applicants will be notified of screening results.
Finalists for the position will be scheduled for preliminary interview.

Week of June 28

Preliminary Interview

Preliminary Interview with Board of Directors
Prepare for 60-90 minute meeting virtually.

Week of July 5

Final Interview

Interview with Board and U.S. Directors
Prepare for 60-90 minute meeting virtually.
Verification of U.S. Passport, Credit Score, Background Check

July 19

Announcement of Selection Results

August 9

Begin Life Changing Career at Project Hope Worldwide!



Helpful Information for Applicants

The PHW Board of Directors and staff are in prayer for each prospective candidate considering application for the Executive Director position.

We desire a strong mission and cultural fit for the Executive Director responsible for worldwide operations. We want each applicant to feel prepared, connected, and fully informed in considering this career decision. To support you in the process we offer the following additional resources to assist you in considering this opportunity.

QUESTIONS

Please direct questions regarding Project Hope Worldwide, the position, the process, or other program or operational inquiries to careers@projecthopeworldwide.org. A member of the Search Committee will reply within 48 hours.

SALARY AND BENEFITS RANGE

The Executive Director position is currently budgeted at \$65,000-\$85,000 based on experience. Salary and benefits will be commensurate with expertise of the ideal candidate.

ADDITIONAL REFERENCES

Please visit our website for a broad overview of Project Hope Worldwide.

We are happy to forward a digital copy of our recently published 10 Year Anniversary Book which shares our story, timeline, Hope Projects, and celebrates our children, key achievements and milestones.

Visit our social media channels and mobile app for videos, messages, and stories related to our work.

PHW completes fiscal audit and child sponsor audit by independent third-party CPA. These have been successful each year. Further information may be found by searching Guidestar by Candid.

Prospective candidates are welcome to contact any members of our U.S. Headquarters Staff via email to inquire more about the team, work, and organization.

