

Executive Director
Position Description and Application
Puerto Plata, Dominican Republic

About Our Organization

Health Horizons International (HHI) is a non-profit organization dedicated to improving community health and primary health care in the Dominican Republic. Our comprehensive model of health promotion is the only one of its kind in the region, positioning us to make a long-term impact on the pressing health challenges through direct programming and systems-level partnerships. We focus on:

- **Building health care capacity:** Our Community Health Workers Program empowers local individuals to improve the health of their neighbors. The *cooperadores de salud* are partners in the provision of primary care, with a particular focus on chronic diseases; promoters of health education and connection to existing health systems; and leaders who act as agents of change in community health.
- **Dignifying patient care:** We provide patients with continuity of primary health care and access to a network of specialists. We organize primary health care field clinics every four months, and maintain a follow-up and referral system that operates year-round. Our innovative Chronic Care Program is the only long-term chronic disease management program in the region.
- **Promoting public health:** We implement prevention programs for chronic and infectious diseases, improve necessary public health infrastructure for water and sanitation, and collaborate with the Ministry of Health to target our research and health promotion efforts to fill the gaps in achieving local public health priorities.

Established in 2009, HHI is an ambitious, vibrant organization that is constantly being shaped by community feedback and on-the-ground experience. We are in an exciting position to grow and deepen our impact, and are looking for an Executive Director with the energy, vision, and passion to do so. HHI maintains offices in the Puerto Plata province of the Dominican Republic and in Bloomfield, CT.

About the Position

The Executive Director is entrusted with acting as a visionary for realizing HHI's mission, in collaboration with the people HHI serves, the Board of Directors, and all employees, volunteers, and partners. S/he leads HHI in developing the knowledge infrastructure, culture, and competencies necessary to grow as an internationally respected organization. The Executive Director is responsible for all programs, services, and personnel, and ensures HHI's efficient operation within the approved budget. The position demands a passion for global health and community development, a commitment to working towards a holistic vision of health in partnership with communities, and an eagerness to contribute to the growth and success of a young non-profit organization.

The Executive Director position is scheduled to begin in mid **July 2014**. Exact start date is flexible. The Executive Director will be based in the Puerto Plata province, and will travel to the US occasionally for Board meetings and on an as-needed basis. The Executive Director joins and manages a team of four other employees – the Clinical Programs Director, Public Health Director, and Office Manager (full-time, based in the DR), and the Administrative Director (part-time, based in the US) – and several long-term volunteers and interns. S/he reports to the Chair of the Board of Directors.

Major Areas of Responsibility

(% time allocations are estimates; emphasis will shift depending on the time of year.)

- Revenue Generation and Fundraising (~35% time)
 - Lead creation and implementation of all development efforts to ensure financial growth and sustainability.
 - Seek funding through creative avenues in the US and DR. This includes traditional fundraising

- and donor engagement, writing and securing grants from charitable foundations, pursuing corporate sponsorship, public partnership, social enterprise models, special events, etc.
 - Develop proposals and tools to engage new donors and partners in long-term support.
 - Oversee staff in US in maintaining donor database, grant database, documentation of donations and grants, and ensuring acknowledgement of donations.
 - Responsible for reporting to program funders and other key stakeholders.
- Organizational Management and Leadership (~30% time)
 - Spearhead strategic and long-term planning for programmatic growth and impact.
 - Oversee the design, implementation, evaluation, and growth of all programs to ensure quality, sustainability, and responsiveness to community and organizational needs. These efforts are directly managed by staff, whom the Executive Director supports in fulfilling their responsibilities.
 - Ensure programs are aligned with best practice in global health by upholding monitoring and evaluation frameworks, and effectively utilizing data and outcomes to inform program decisions and design.
 - Engage with community members, leaders, staff, and other stakeholders to understand goals and needs, facilitate the development of solutions, and grow HHI's programs in response.
 - Work in coordination with staff and volunteers to manage operations and logistics, including arranging field clinic preparations, accommodations, and in-country transport for medical teams, and the effective utilization of resources.
 - In cooperation with the Board Chair and Treasurer, develop the annual budget for approval by the Board of Directors.
 - Directly manage international programs budget and financial reporting, and ensure compliance with all regulations governing US 501(c)(3) organizations and DR charitable organizations.
 - Coordinate compilation of monthly program reports and financial reports, in collaboration with staff, for monitoring & evaluation purposes and to submit to Board of Directors.
- Staff and Volunteer Management (~15% time)
 - Provide management, support, training, and direction to all staff, volunteers, and community health workers, either directly or through delegation.
 - Develop and uphold strong personnel policies that maintain a culture of collaboration and accountability.
 - Encourage and support staff and volunteer innovation and ownership of program outcomes.
 - Develop job descriptions and effective recruitment and hiring practices.
- Partnerships and Community Relations (~15% time)
 - Serve as the primary spokesperson for HHI in the community, with leaders, other non-profit organizations and partners, and funders to build HHI's visibility and reputation.
 - Build and strengthen relationships with health care and public health professionals, business, community, and government entities to ensure program success.
 - Travel periodically to Santo Domingo and other sites to foster and expand institutional relationships.
- Board Administration and Support (~5% time)
 - Implement Board policy by frequent contact with the Board Chair, by advising and informing Board members, and by assisting the Board Chair in developing meeting agendas.
 - Assist the Board Chair with the recruitment of an influential and respected Board of Directors to develop overall strategy and to assure funding and fiduciary responsibility.

Qualifications

- Professional fluency in English and Spanish.

- Academic and/or professional background in global or community health. Master's degree in Business/Non-profit Management, Public Health, International Development, or related field is desirable.
- Experience in non-profit organization management and staff development and supervision.
- Proven record of collaboration and partnership-building for programmatic success.
- Demonstrated leadership, vision, and creativity in organizational growth and development.
- Previous experience and success with fundraising, grant-writing, and other avenues of revenue generation.
- Financial and budget management experience.
- Excellent interpersonal skills, cultural competency, and ability to communicate and collaborate effectively with co-workers and team members (in-person and remotely).
- Strong organizational skills, attentiveness to detail, and writing and public speaking abilities.
- Independent, open-minded, innovative, and motivated to develop and execute long-term goals.
- Ability to thrive in a start-up environment, take on challenging situations requiring creativity and patience, and contribute to the growth and success of a young non-profit organization.
- Ability to work in a small office setting, in the field, and with other NGO, government, and community leaders and organizations on a daily basis.
- Ability to travel by public transportation in the DR, and ability to travel internationally 2-4 times per year.

Benefits

- US\$42,000 annual salary (commensurate with experience)
- International medical insurance
- Ten days of flexible vacation per year, in addition to the week between Christmas and New Year's and the week of *Semana Santa*.

Application Instructions and Timeline

Please email a cover letter, resume, and personal statement to Dr. Craig Czarsty, President and Chairman of the Board of Directors, at cczarsty@hhidr.org. Candidates will be contacted within two weeks of submitting their application. Selected candidates will be invited to a phone interview, and finalists will be interviewed in person by the Executive Search Committee. Applications will be accepted, and offers extended, on a rolling basis.