

## **Associate Director - Job Description**

### **ORGANIZATION SUMMARY**

Kupenda for the Children is a Christian nonprofit organization focused on transforming harmful beliefs surrounding disability to those that improve children's lives. Many low-income countries hold superstitious beliefs about the causes and interventions for children with disabilities leading to their abuse and murder. To change this situation, we collaborate with influential community leaders and families to reduce stigma associated with disability and ensure these children can access the education, medical intervention, and the inclusive love everyone deserves. Hence calling ourselves, "Kupenda," which is Swahili for "love."

### **JOB TITLE**

#### **Associate Executive Director**

Reports to: Chief Executive Officer (CEO)

**STATUS:** Full Time Exempt

**SALARY:** \$72,000 – \$98,000, dependent on experience and qualifications

### **POSITION SUMMARY**

Reporting to the CEO, the Associate Executive Director has both internal and external facing responsibilities. The Associate Executive Director partners closely with the CEO to chart Kupenda's strategic response to organizational challenges and plays a critical role as counselor, advisor, and strategic thought partner for the CEO. The Associate Executive Director also works with staff, board, and partners to resolve day-to-day issues. The right candidate will be a mission-focused, seasoned, strategic, and process-minded leader with experience developing a culture of learning and continuous improvement among a group of diverse, talented individuals.

The Associate Executive Director plays a critical role in shaping and implementing the organization's strategy, including oversight of programs, operations, and financial management. The Associate Executive Director helps to lead the annual planning and budgeting process as well as keep track of activities and financials in line with annual plans and budgets. The Associate Executive Director will also work with the Development Director in support of fundraising efforts as well as communications with Kupenda's individual and organizational partners.

This position will also include support of staff and human resource related activity. This includes compliance with employment regulations, policies, and other related activities. The candidate must be independent, highly organized, and possess excellent verbal and written communication skills while able to effectively manage multiple projects, budgets, and staff. Applicants should be a leader as well as understand non-profit financial best practices, human resource best practices, non-profit regulatory compliance, and possess a solid understanding of office and information technology.

This is a remote position, preferably operating in the eastern time zone of the United States. Flexibility in working hours will sometimes be needed to accommodate working with organizations in other time zones. Some night and weekend work, as well as some travel in the U.S. and internationally, will be expected.

### **RESPONSIBILITIES**

#### **General**

- Tracking of Kupenda activities aligned with strategic planning
- Improve data management and reporting
- Oversee budget and financial reports
- Support staff management and human resource policies
- Strengthen organizational impact, communications, information management, and preparedness

- Act as spokesperson for the organization as required
- Assist with CEO responsibilities as needed

### **Organizational Leadership**

- Provide effective and inspiring leadership by being actively up to date on Kupenda programs, developing a broad and deep knowledge of their purpose, role, and contributions to the organization
- Serve as an advisor and co-strategist to the CEO, providing sound counsel and confidentiality
- Ensure Kupenda's programming and internal culture, policies, and practices align with the organization's commitment to diversity, inclusion, and engagement
- Provide a supportive day-to-day leadership presence for US staff
- Work with and support Kupenda staff to develop and implement strategies around communications, marketing, the website, and the donor database

### **Planning**

- Participate as a member of the fundraising team and assist with increasing fundraising abilities of the organization, including identifying and analyzing grants, creating content and materials to support fundraising activities, and representing the organization at external fundraising events and meetings as needed
- Oversee and analyze success and challenges with current programs and projects. In collaboration with the leadership team, design and develop program offerings and metrics based on analysis, in accordance with strategic plan, and in support of organization's mission, to increase depth and breadth of impact
- Develop long-term strategies that ensure Kupenda's current and future needs are met

### **Financial Management**

- Assist with the annual budgeting process, including working with the CEO to prepare budget and rationale for the board of directors, provide effective management within the organizational budget, and accurately report progress and challenges
- Work with CEO to create program budgets, offer a critical eye regarding different assumptions, and deliver an organization-wide budget based on input from each program
- Oversee long-range strategic financial and budgetary planning and cost management in alignment with the strategic plan
- Provide strategic recommendations to the CEO based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis
- Work with Kupenda staff to align financial management with short- and long-term fundraising planning and projections

### **Supervision**

- Develop and administer the organization's human resource policies, including compensation, benefits, and leave
- Support staff using a collaborative approach: assign accountabilities, set objectives, establish priorities, and monitor and evaluate ongoing progress toward goals and overall performance
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality

## **EXPERIENCE AND KNOWLEDGE**

- Five years of nonprofit experience or training (minimum)
- Knowledge of human resources policies and procedures and/or compensation and benefits
- Experience with staff supervision
- Strong verbal and written communication skills with the ability to convey complex technical information in a manner that is easily understood by others
- Excellent report-writing skills and experience
- Technologically savvy
- Experience in organizational management
- Experience with disability, either personally or professionally (preferred)

## **REQUISITE SKILLS / EDUCATION**

**Education:** Master's degree or higher in business, public sector/non-profit finance, nonprofit or public administration, or related field or comparable experience

**Skills:** Strong written and verbal communication skills; strong understanding of international nonprofit development work; ability to work with a variety of people from diverse socio-economic and cultural backgrounds; adaptable

## **TO APPLY**

Kupenda was founded and continues to operate as a Christian organization, which means we believe in and demonstrate the love, justice, and compassion displayed in the life and death of Jesus to people of all faiths or none at all.

We follow the biblical guidance of loving all people as ourselves, especially families impacted by disabilities, who are often the most vulnerable, marginalized, and abused.

Because of the leadership aspect of this position, it is important that the person share the Christian values of the organization. Therefore, we ask for a one page or less statement of your Christian faith as it pertains to your desire to work in this position.

Please email this statement of faith with your cover letter and resume to [kupenda@kupenda.org](mailto:kupenda@kupenda.org).