



Humanity & Inclusion US Executive Director - Job Announcement

Job Title: Executive Director
Reports to: HI US Board of Directors and HI Global Managing Director
Location: Silver Spring, Maryland
Availability: Immediate

The organization

Co-winner of the 1997 Nobel Peace Prize, Humanity & Inclusion (HI) works in situations of poverty and exclusion, conflict, and disaster in 60 countries. For more than 40 years, our experts have worked tirelessly alongside people with disabilities and marginalized communities to help them meet their basic needs, improve their living conditions, and promote respect for their dignity and fundamental rights. Founded in 1982, the HI Network now has more than 5,000 staff worldwide. Eight national associations, based in Belgium, Canada, Germany, France, Luxembourg, Switzerland, the United Kingdom and the United States, provide overall support for our global activities.

Our programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent related accidents through education; respond quickly and effectively to natural and civil disasters in order to limit serious and permanent injustices and assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy and for the elimination of landmines and cluster munitions.

Humanity & Inclusion (U.S.) is an independent U.S.-based affiliate of the HI Federation, headquartered in Lyon, France. Humanity & Inclusion (U.S.) has an office in Silver Spring, Maryland and a staff of 16. Our mission is to support the work of the HI Network by mobilizing both private and public financial support, representing Humanity & Inclusion with national and international institutions based in the U.S., raising the organization's profile and advocating for policies integral to our mission, including U.S. accession to the anti-personnel landmine, cluster munition and rights for people with disabilities treaties.

The interdependence between HI US and the HI Federation is reflected in the dual-line reporting of the US Executive Director, who is jointly recruited and assessed by the President of the HI US Board of Directors and the Global Managing Director of the HI Federation.

The profile

The successful candidate for this position will be a seasoned leader and consensus builder with broad experience in a variety of work settings including complex, multifaceted organizations. Prior experience

working in a federation model is a plus. The position will provide day to day administrative, financial and management oversight to the organization, as well as lead the HI US implementation of the new 5-year strategic plan under development by the HI Federation.

The Executive Director will bring a variety of skills and expertise to the organization including experience in non-profit management, administration of US government grants and contracts, fundraising, strategic planning and familiarity with the international NGO environment. The successful candidate will provide a fresh perspective to the organization's senior leaders, both staff and board, on capacity-building needs, assess new opportunities and make suggestions on management and staffing structures to achieve stated goals.

Other attributes

- Mission-driven, self-directed
- Excellent written and oral communication skills; a passionate and persuasive communicator with exceptional interpersonal skills; able to effectively communicate HI's mission to donors and other external stakeholders
- Comfortable working in a complex environment and managing ambiguity
- Track record of organizational abilities including governance, planning, delegating, program development, and financial management with 7-10 years of increasing responsibility in the nonprofit sector
- Demonstrated ability to oversee, collaborate with and manage staff
- Experience cultivating and soliciting major gifts from individuals and foundations, and experience in other aspects of private fundraising, including planned giving
- Working knowledge of USG funding mechanisms, priorities, systems and processes
- International work or living experience a plus – such as Peace Corps, Fulbright
- Lived experience with a disability a plus
- Fluency in French a plus

Elements of the job

- **Resource Acquisition** – work closely with HI US board, staff and Federation staff in the development and implementation of fundraising activities aimed at the identification, cultivation and stewardship of major donors, as well as expanding the scale of the planned giving program. Oversee the continued growth of the portfolio of US Government grants and contracts, as well as identify new fundraising opportunities that will provide a steady stream of revenue to the organization.
- **Advocacy, communications and public relations** – serve as the primary spokesperson for HI US, advocating for the mission and work of the organization, building relationships with stakeholders critical to the success of HI. Represent the organization with the US government and

in national and international forums, media and networks to enhance the visibility, image, influence and impact of HI US and the HI Network.

- **Governance** – work closely with the HI US Board to fulfill the mission of HI both in the US and globally, and support to the board in its fiduciary oversight role assuring that sound policies and management practices are in place and that collaboration with the Federation is productive and collegial.
- **Financial management** – ensure that HI US financial resources are wisely managed; manage the annual budget process and assure compliance with all financial management and accounting related policies.
- **Staff and operations** – Provide oversight of internal operations including staff management, as well as other operational elements (financial, legal, IT, facilities) guided by best practices, efficiency and cost-effectiveness.
- **Travel requirements** – Several trips per year to Lyon, France are anticipated, as well as one or two field visits. Some domestic travel may be required.

Salary and Benefits

HI US offers competitive benefits, including 100% employer-paid health insurance for employees and their family, short-term and long-term disability policies, life insurance, a generous leave program (including 5 weeks of vacation), and a 403(b)-retirement plan. The annual salary range is expected to be between \$110,000 and \$140,000 based on previous relevant work experience.

How to apply

Please send resume and cover letter including salary requirements to Nancy Kelly, President, HI US Board of Directors at n.kelly@board.hi.org. Principals only; no agencies; no telephone calls.

EEO and ADA Statement

Humanity & Inclusion is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Humanity & Inclusion is committed to maintaining a work environment that is free of discrimination based on any grounds protected by applicable federal, state or local laws. These grounds generally include race, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, disability, genetic information or carrier status, pregnancy, victims of domestic violence, military status, alienage, citizenship status, or any other legally protected status. Applicants for employment are recruited and hired on the basis of their qualifications for the job.

People with disabilities are strongly encouraged to apply. Humanity & Inclusion is happy to meet any reasonable accommodations that an applicant requires. All self-disclosure is voluntary and personal information is strictly confidential.