



Nursing  
Heart  
Inc

Asociación  
Corazón  
de Enfermería

**Position Title: Executive Director**

**Responsible to: Board of Directors, Nursing Heart, Inc.**

### **Summary**

Nursing Heart, Inc., a Guatemala-based non-profit organization whose mission is to respond to the health needs of under-served communities in Guatemala by building partnerships that foster public health and hope, is seeking a full-time Executive Director based in Antigua, Guatemala. We are looking for a highly motivated, experienced and capable individual with a passion for Nursing Heart's mission to work in partnership with Board members, Nursing Heart staff and Guatemalan organizations to lead the organization as it builds on its first six years of work and expands its reach and effectiveness as a leader in public health nursing.

Nursing Heart was born out of a desire to give nurses an opportunity to connect with the deep motivations of the heart that impel them toward serving others. Through the care they offer to families and communities in Guatemala, they find a lasting pathway of hope and are renewed. It is essential that the Executive Director who succeeds the Founder has a passion for providing this vocational formation, the ability to understand the needs and potential in the Guatemalan communities we serve, and the compassionate and pragmatic make-up to turn that understanding into reality in our young and growing organization. We anticipate the candidate will be available to start on/around January 1, 2019, to overlap with the founding Executive Director for approximately six months.

The ideal candidate will be bilingual in Spanish and English and have strong leadership, communications and interpersonal skills; solid experience in program management and donor relations; a track record for achieving results, both individually and in partnership with others; and experience leading and managing in a team-based, professionally diverse organization, preferably a health-related non-profit. The position is presently located in Antigua, Guatemala and the candidate will be expected to travel within Guatemala, mainly to the southwest region where the majority of Nursing Heart's community health programs are implemented, and to the US for fund-raising and external relations, subject to change as the needs of the organization develop. The Executive Director participates in the work of visiting teams. Often, this will require lodging 1 - 2 nights outside of Antigua during the course of the team activities. The ED will also be expected to travel to the USA on two different occasions per year as part of the development/fundraising efforts of NHI and to maintain close relationships with institutional stakeholders.

### **Specific Duties:**

#### **Leadership**

- Lead the strategic direction of the organization, in collaboration with the Board.
- Lead, coach, develop, and retain a high performing staff.

- Partner with the Board to develop, maintain, and support a strong and involved Board of Directors
- Identify, evaluate and assess program needs and resources.
- Direct the development of new programs within the scope of the organization's mission, and capacity, to meet those needs.
- Seek and foster collaboration with other organizations; connect effectively with diverse groups of stakeholders.
- Assist the Board in formulating policies, goals and plans.
- Develop an annual work plan to support the achievement of results aligned with available resources; establish and recommend priorities for programs and activities.
- Collaborate with staff to monitor and evaluate ongoing programs to improve them, and to document results, progress and lessons learned.
- Challenge status-quo work, drive efficiency and improvements; be open and amenable to change.
- Work collaboratively and respectfully with individuals, communities and cultures.
- Continuously develop self and others; develop and recommend own professional long-range goals and objectives.
- Actively seek out and evaluate alternative solutions to resolve conflict.

#### **General Management and Administration**

- Maintain sound and ethical financial practices in the management of the organization.
- Monitor, with Board, the organization's operating within budget guidelines.
- Work with the Board of Directors in the preparation of a viable budget.
- Manage the organization's budget.
- With designated Board of Director officers, conduct official correspondence and execute certain legal documents.
- Manage administration of finances (payroll, bills, monthly financials, deposits, taxes) and maintain financial records
- Maintain familiarity and compliance with labor standards and practices in both Guatemala and the United States.
- Implement and maintain HR policies and procedures in accordance with Guatemalan labor laws and HR best practices. Foster a motivational environment to help staff develop to their full potential and meet their responsibilities.
- Effectively delegate authority and assign responsibilities.
- Implement the policies of the Board.
- Comply with the regulations of funding sources, governing non-profit organizations and specific grant requirements.
- Serve as a resource to the Board on issues regarding Memoranda of Understanding (MOU) documents with all levels of partner organizations.
- Provide appropriate written reports to the Board.
- Integrate staff into the activities of the Board.

#### **Fund Development and Public Relations and Marketing**

- Act as spokesperson for the organization; connect strategy to purpose and communicate in a way that inspires.

- Develop and sustain productive working relationships with funders and other local organizations.
- Facilitate the organization's fund development, marketing and public relations efforts.
- Lead efforts to acquire, cultivate and nurture individual and institutional donors.
- Coordinate efforts to develop relationships with other influential members of the health care and nursing community.
- Identify, prepare and submit grants to prospective funding partners and pursue new sources of funding.
- Participate in local, regional, national and international activities relevant to the organization, including membership and active participation in different global public health communities and working groups.
- Oversee all organizational publications with high quality standards.

### **Nursing Heart Executive Director Minimum Qualifications**

- Bachelor's degree in business, healthcare management, or a related field.
- Minimum 5 years' experience in a leadership position.
- Experience working and living in lower income countries.
- Demonstrated success in supervising staff in a health-related nonprofit.
- Strong marketing, public relations and fundraising experience and ability to engage with a wide range of stakeholders.
- A persuasive and passionate communicator with the ability to strengthen all aspects of communications, with the goal of building greater awareness and support of our mission.
- Excellent oral, interpersonal and written communications skills in English and Spanish
- Knowledge of grant process with demonstrated experience in grant writing and report writing in nonprofit organization.
- Experience in nonprofit fund development.
- Strong budgeting and financial management/reporting skills.
- Ability to build strong, professional area and regional contacts with local communities and government entities; ability to multi-task in a fast-paced and changing environment.
- Proficiency with business analytics, word processing and other software programs.

### **Preferred:**

- Master's degree in international development, public health, or other health-related field
- Past success working with and cultivating relationships with a Board of Directors
- 5+ years demonstrated success in recruiting, managing and coaching staff and teams.
- Successful execution of fundraising campaigns, working with Board, volunteers, donors.
- 3-5 years successful fundraising experience and interaction with individual and institutional donors and influential leaders.
- Strategic planning & program development experience.
- Experience with income and expense procedures and IRS 990 reporting.
- Understanding of and/or experience working with accrual accounting.

### **To apply:**

Please send a cover letter and résumé to [info@nursingheart.org](mailto:info@nursingheart.org).