

Executive Director Job Posting

COAR Peace Mission, a 501c3 Catholic charity serving the children and community of El Salvador, seeks a new Executive Director. The position is based in Cleveland, Ohio. The Executive Director's key duties are to raise funds and work with project partners to support COAR's programs in El Salvador. The position requires frequent travel in the United States and Canada, as well as international travel to El Salvador. Send resume and cover letter to: jobs@coarpeacemission.org.

COAR Mission Responsibilities:

- Stay in continuous contact with Project Partners to understand their missions, visions, and goals as they serve the COAR children and community in El Salvador.
- Work with the Programs Director to monitor Project Partners' activities, budgets, challenges, and effectiveness.
- Design and maintain programs to inform North American stakeholders of the work being done by Project Partners.
- Foster and maintain relationships with other groups and organizations serving in El Salvador.
- Manage visitors from North America to Project Partners, including creating an itinerary, arranging logistics, arranging service (teaching English), and guiding expectations of visitors, as needed.
- Give presentations on COAR's work to groups/parishes/schools, as requested.

Development Responsibilities:

- Design, implement, and maintain comprehensive development programs to raise sufficient funds for Project Partners and operational expenses.
- Design and maintain programs to steward current and gain new donors.
- Design and maintain comprehensive communications for stakeholders.

Compensation & Operations Responsibilities:

- Salary \$65,000 or commensurate with proven fundraising record.
- Annual budget of \$800-900,000; Cleveland-based staff of 2-4.
- Manage small staff to achieve each program's objectives and recruit volunteers as necessary.
- Participate in Executive Committee and Board meetings; prepare the meeting agenda, attend meetings, and report to the Board actual versus planned accomplishments in the areas of income, expenses, risk management, and strategic planning.
- Effectively steward and develop Board members' capacity for fundraising.
- Assist with the identification, recruitment, and orientation of new Board members.

Requirements:

- Proven track record in fundraising.
- Excellent written and spoken communication skills.
- Experience running a small office/business: HR, IT, budgeting.

Pluses:

- Familiarity with the challenges of working in the developing world.
- Strong data and analytical skills.
- Facility and strategic thinking around social media.
- Proficient in reading, writing, and speaking in Spanish.