



HEART

Health Education Africa Resource Team

Empowering the People of Africa to Survive and to Thrive Beyond the HIV/AIDS Pandemic

Opportunity Profile, Executive Director

History

Founded by Vickie Winkler in February 2000, HEART is a Christian humanitarian organization dedicated to empowering the people of Africa to survive the HIV/AIDS pandemic by providing medical care, education and income generating activities to create a healthy, sustainable, disease-free life. HEART is a registered 501(c)(3) nonprofit organization in the United States and a registered TRUST in Kenya.

Overview

HEART is seeking an Executive Director who will gracefully succeed the respected Founder of the organization. Her faithfulness and prayerful leadership in more than 30 years of ministry service in Africa has attracted resources and talent to HEART, now in its 18th year of sustainable Kingdom impact. Successful ministry work in Africa is often as much or even more dependent on trusting relationships than great processes and systems alone. Initially hired as the Deputy Executive Director, the candidate will be able to appreciate the invaluable time of transitional mentorship and learning that the Founder will provide. During this time, the Founder and Deputy Executive Director will work together, insuring adequate time for the Deputy Executive Director to fully understand HEART's organizational history, current programs and current partnerships and fundraising resources.

The Deputy Executive Director will need time to absorb and understand the variety and complexity of HEART's partnerships, operations and culture. Reporting directly to the Founder/President of HEART, the Deputy Executive Director (Deputy ED) will be expected to spend the first 6 months developing a deep knowledge of HEART Kenya and how the US staff interrelate with Kenyan staff. Learning our programs, operations, business plans and partners in service and donor partners in both countries. This will be accomplished through a close direct reporting relationship to the Founder, proven effective listening skills interacting with existing expert staff, and building trusting relationships with existing friends, partners and donors. During the initial 6 months, the Deputy ED will also be given singular responsibility for a mutually agreed segment of HEART's operations to demonstrate achievement of defined contributions delivered on-time and the ability to assume full responsibility of the HEART organization which includes significant ability to fundraise, maintain current grants and secure new funding sources for HEART. Anticipated transition time: six months to one-year.

Once the Deputy ED is promoted to Executive Director (ED), he/she will no longer report to the Founder but will report directly to the U.S. Board of Directors and Kenyan Board of Trustees. The Founder will remain on these Boards. As Executive Director, he/she will have overall operational responsibility for HEART's staff, programs and expansion working closely with the Kenya Director of Operations and execution of HEART's mission.

Qualifications as Executive Director

Resource development skills are key for this position, as well as a passion for Africa and the health and holistic transformation of the people of Kenya. This new leader must appreciate the devastation caused by HIV/AIDS areas of Africa and that HEART offers the world servant-leaders who focus on medical care solutions, education and the development of economic sustainability skills, continually maintaining the dignity of each person in their communities. HEART's focus is the empowerment of HIV positive mothers and their children implementing "orphan prevention" approach that creates a generational sustainable impact. As the Executive Director effectively articulates this to donor audiences, those audiences will better understand and respond to the critical mission driving HEART.

HEART requires an Executive Director who is committed to prayerfully leading the team to reach the financial goals that allow the essential work of HEART to continue. In addition to HEART's focus as noted above, our work includes HIV/AIDS intervention, malaria prevention, school retention programs and other initiatives related to shelter, nutrition, health education, psycho-social support, leading to self-sufficiency and economic independence.

Key Candidate Characteristics

- Demonstrates a dynamic and growing faith in Jesus Christ, a passion for the mission of HEART and commitment to seeking God's direction as a trusted servant leader, who views daily life as being led by the Holy Spirit and the Word of God.
- Currently demonstrates stewardship through involvement in their local church, giving time, talent and resources.
- Explains how as Executive Director he/she will continue to model after the Founder's and HEART Board volunteers' fiscal modesty in travel and lodging.
- Strong history of successful fundraising experience.
- Eager to develop relationships with Boards, staff and stakeholders.
- Able to understand and embrace the more relational culture in Africa.
- Has the personal, organizational and executive abilities to inspire and lead.
- Willingness to work closely and collaboratively with Vickie Winkler, Founder/President. As Deputy ED, Vickie is the direct manager and as acting ED she is on the Boards and will provide direction.

Responsibilities as Deputy Executive Director

- Cultivate a close working relationship with the Founder on HEART's current fundraising processes and operational objectives.
- Become a student of existing relationships with members of the U.S. Board and the Kenya Board of Trustees, Kenya Director of Operations, Kenya Executive Team, both Kenya and US staff, individual donors, foundations and church partners. Build a deep understanding of current Kenyan culture, operations, donor relationships and key resource partnerships, actively participating with the Founder in key meetings and conversations (or being informed clearly of these meetings when not present).

Operational Responsibilities as Deputy Executive Director

- Understanding that he/she is to assume the lead role as the Executive Director, being a part of the Leadership Expansion process, which includes: Kenya Director of Operations and US Director of Development and currently the Founder, who will step down from this role in one year or less.
- Specific operational responsibilities with measurable contributions are expected and will be evaluated at 90 days, 120 days etc. Please refer to Deputy ED Operational rubrics for details.

This time of transition is meant to give the Deputy Executive Director the very best platform for successful advancement to Executive Director. Upon meeting established performance rubrics and with affirmative recommendations of the US HEART Board of Directors and the Kenya Board of Trustees, the Deputy Executive Director will be promoted to Executive Director. Expected length of time for the Deputy Executive Director to advance fully to Executive Director is six-months to one-year. At this time, salary will be increased to reflect this promotion as he/she assumes full overall authority of HEART working with the developed Kenya and U.S. staff.

Responsibilities as Executive Director

Reporting to the U.S. based Board of Directors and Kenya-based Board of Trustees, the Executive Director serves as the leader of the organization for all HEART program locations and staff. The Executive Director works closely with both Kenya and US staff under the direction of the Boards to determine short and long-term plans for the organization. Amount of time that the Executive Director is expected to spend living in Kenya is six to seven, non-consecutive months a year. The Executive Director may be required to remain in Kenya for extended periods of time, as needed.

Leadership and Management

In the current organizational structure, the Founder supervises four U.S. employees, including a part-time U.S. Administrative Coordinator and Financial Manager based in Colorado and a part-time office assistant in California. A full-time Development Director is based in Texas. In Kenya, the Executive Director oversees the Director of Operations who leads a team of finance and program managers in providing services in 10 locations in Kenya. The Director of Operations in Kenya also oversees an Operations Team responsible for The HEART Lodge. The business model for the Lodge generates a net margin from more than 4,000 guest nights per year associated with a variety of short-term vision trips and volunteer mobilization efforts related to HEART's programs and other selected organizations with complementary operations in Kenya. The Director of Operations and others working in the operations in Kenya are accountable to the Executive Director to determine funding priorities and impact messaging to produce the maximum impact with U.S.-based resource partners.

Fundraising and Communications

The Executive Director will maintain and significantly increase funding to HEART. An expected percentage rate of funding increase to be raised by the ED will be determined based on budgetary needs and financial health of HEART at that time, as determined by the US Board of Directors and the Kenyan Board of Trustees.

The Executive Director is responsible for all fundraising and resource development activities internationally and in North America and Kenya. The Executive Director will help forge new relationships to build HEART's visibility, impact, and financial resources. He/she may determine the need to develop plans for expanding a field team to work with the Executive Director to coordinate a comprehensive fund

Fundraising and Communications (continued)

development operation. The Executive Director will also design and implement a comprehensive plan for developing key external alliances by cultivating partnerships and philanthropic support that translated into increased annual income of above 20%.

The Executive Director coordinates the interests of the HEART Trust through the Kenyan Board of Trustees which maintains fiduciary responsibility for preserving and growing the resources of the Trust. These resources include \$1.8M in real estate holdings and other financial accounts.

Planning and New Business

In honoring the Founder's many contributions and on-going legacy, the Executive Director will have the full support of the US Board of Directors to implement the HEART Strategic Plan for 2018-2020, developed in 2017 for the development strategy of HEART's ministry. Details of the 3-year plan will be shared with interested parties, but the road ahead is expected to build on the past success to construct an organizational capacity and infrastructure that allows for growth and leadership expansion for Kenyan staff.

At the time of the Deputy Executive Director's promotion to Executive Director, the following responsibilities will apply:

- Lead, coordinate and implement the cultivation of all public and private support for HEART from churches, individual donors and foundations in a multi-channel development operation, to be able to evaluate current and future personnel and system needs.
- The U.S. and Kenyan Board will be kept informed of personnel changes.
- Seek counsel from the Founder in leading the planning, development, and implementation processes for all aspects of current and future fundraising strategy, including exploration of a field team strategy in the U.S and in Kenya.
- Recognize the non-monetary and cultural contributions of individuals and organizations that expand on the partnerships and impact of HEART.
- Review and assess all communications with donors and prospects, prospect research, solicitation of foundations, churches, corporate and individual donors, gift planning, grant and proposal writing, donor appreciation and fundraising accounting.
- Provide direction and expansion guidance of Development Director to enhance fundraising outcomes.
- Initiate and review modern media communications for public relations, volunteer recruitment and fundraising.
- Ensure strong operational management processes and systems that support best practices and standards of excellence and effectiveness for all programs and services of the organization, including all U.S. and Kenyan staff operations.
- Oversee management of all HEART facilities and real estate holdings.
- Collaborate with U.S. Board of Directors and the Kenyan Board of Trustees in planning for strategic decisions affecting HEART

Requirements – Qualifications and Experience

- Bachelor's degree required, Master's degree preferred.
- Three to five+ years of leadership experience with demonstrated success in non-profit organizational leadership or relevant for-profit marketplace companies.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Demonstrated experience in cultivating and expanding positive long-term business, medical, ministry or community relationships through win-win solutions.

Requirements – Qualifications and Experience (continued)

- Excellent English communication skills, with strong written and verbal communication proficiency. Ability to effectively influence and engage a wide range of potential partners with a persuasive style that moves individuals to action. A persuasive and passionate communicator with excellent interpersonal skills.
- Strong managerial, organizational and time-management skills with attention to detailed planning and execution against key strategic plan objectives.
- Resource development experience, including building and managing field teams and personally forging relationships with potential resource partners.
- A reliable team player able to work independently and manage multiple tasks and projects at one time, across global time zones.

Desired Qualifications

- Advanced degree with at least 5 years of executive/senior management experience with ability to effectively move projects from inception to final implementation.
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Proven success working with a Board of Directors with the ability to cultivate and keep existing board member relationships.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Demonstrated facilities management practices at various levels with limited resources.
- Demonstrated in-depth knowledge of health and human costs of HIV/AIDS, medical solutions and care, and economic sustainability skills and practices for Kenyans to survive and thrive.
- Passion, integrity, positive attitude, mission-driven, and self-directed.

To apply for this position, please send you cover Letter and Resume' to:

The Search Committee
info@africaheart.com

To learn more about HEART, please visit our websites:

www.africaheart.com
www.africaheartlodge.com