



# 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, Health Education Africa Resource Team (HEART) is a Christian humanitarian organization dedicated to empowering the people of Africa to survive and thrive beyond the HIV/AIDS pandemic. HEART is a registered 501(c)(3) nonprofit organization in the United States and a registered tax-exempt Trust in Kenya.

### Overview

HEART is seeking an Executive Director who will succeed the respected Founder of the organization. Her faithfulness and prayerful leadership in more than 38 years of ministry service in Africa has attracted resources and talent to HEART, now in its 19th year of sustainable Kingdom impact. Successful ministry work in Africa is often as much or even more dependent upon trusting relationships, than great processes and systems alone. Initially to be hired as the Deputy Executive Director (Deputy ED), the candidate will learn from the mentorship the Founder will provide. There will be a six-month probation period. During this time, the Founder and Deputy ED will work together, ensuring adequate leadership experiences for the Deputy ED to fully understand HEART's organizational history, current programs, current partnerships and fundraising resources, and begin to take on leadership responsibilities. By the end of the first three months, the Founder and Deputy ED will determine together which of the ED responsibilities the Deputy ED will begin to take on as the lead person. After completing the first six months and approved by the US and Kenya Boards that the probation period has been successfully achieved, more of the leadership roles will transition to the Deputy ED so that by nine months working in HEART the Deputy ED will assume all leadership roles and be promoted to Executive Director. Anticipated transition time: completed within one-year or less.

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. HEART's focus is the empowerment of HIV positive mothers and their children implementing "orphan prevention" approach that creates a generational sustainable impact.

HEART requires an Executive Director who can prayerfully lead the team to reach the financial goals that allow the essential work of HEART to continue.

## **Key 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.
- 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 leadership experience and fundraising experience.
- 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 and the Kenyan and US 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 US and Kenya Boards to determine short and long-term plans for the organization. The Executive Director is expected to spend five to six, non-consecutive months living in Kenya at the HEART Lodge the first year. Subsequent years will be determined by need. The Executive Director may be required to remain in Kenya for extended periods of time.

## **Leadership and Management**

In the current organizational chart, the Founder supervises six U.S. staff, including a part-time U.S. Administrative Coordinator and a Financial Manager, a Development Team all based in Colorado and a part-time finance assistant in California. In Kenya, the Executive Director oversees the Director of Operations and Kenya Executive Team [three Kenya top level staff], who lead a team of Finance and Program Managers in providing services in twelve locations; plus, a New Grants Director 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 5,000 guest nights per year. The Executive Director maintains fiduciary responsibility for preserving and growing the resources of the Trust (resources include \$1.8M in real estate holdings in Kenya and other financial assets) under the direction of the Kenya Board of Trustees.

HEART hosts US teams, mission staff, research professors, and retired professional in various fields that serve as volunteers in Kenya with HEART.

## **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.

## **Implement the Strategic Plan**

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.

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

- Lead and coordinate 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 status of the budget will be evaluated every month by the US Board for the first year then every 3 months in subsequent years.
- The U.S. and Kenyan Boards will be kept informed of US and Kenya 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 US, Europe, and in Kenya.
- Recognize the non-monetary and cultural contributions of individuals and organizations that expand on the partnerships and impact of HEART.
- Review 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 and Team to enhance fundraising outcomes.
- Initiate and review media communications for public relations, 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.
- 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.

## Qualifications and Experience

- Bachelor's degree required, Master's degree preferred.
- Three to five or more years of leadership experience with demonstrated success in non-profit organizational leadership. Relevant for-profit marketplace company experience may be a valued addition.
- Excellence in organizational leadership with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and develop and execute both Kenya and US budgets and then a combined US/Kenya Global Budget.
- 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.
- Ability to network and interact comfortably with others at the highest levels of government, international organizations, foundations, and the NGO communities.
- A reliable team player able to work independently and execute-multiple tasks and projects at one time, across global time zones. Strong knowledge in commonly used technology and software platforms to effectively collaborate and communicate within the US and abroad.
- Demonstrated proof of recent fundraising abilities. Proven track record of successful fundraising, from design to implementation, from a variety of sources: government donors, foundations and charitable organizations, international institutions, individuals, corporations and other entities.
- Passion, integrity, positive attitude, mission-driven, and self-motivated while maintaining a close relationship to the CEO of HEART, Jesus Christ.

To apply for this position, please send your Cover Letter and Resume' to:

The Search Committee  
[info@africaheart.com](mailto:info@africaheart.com)

To learn more about HEART, please visit our websites:

[www.africaheart.com](http://www.africaheart.com)  
[www.africaheartlodge.com](http://www.africaheartlodge.com)