



Executive Director Job Description

Job Type Full Time Salary

Job Description The Executive Director is primarily responsible for the operations of RefugeeConnect. This position reports to the Board Chair.

Organization Background RefugeeConnect's mission is to empower people who were forced to leave their country to escape war, persecution, or natural disaster, to thrive in life, liberty, and the pursuit of happiness. RefugeeConnect's vision is a vibrant, inclusive, safe, and diverse community. RefugeeConnect is a locally developed organization in the Greater Cincinnati and Northern Kentucky region.

RefugeeConnect empowers persecuted populations of refugees, asylees, and special immigrant visas from diverse countries of origin including: Afghanistan, Bangladesh, Bhutan, Burundi, Cameroon, Central African Republic, China, Congo, Cuba, Colombia, El Salvador, Eritrea, Ethiopia, Honduras, Iraq, Malawi, Malta, Mexico, Myanmar, Nepal, Nicaragua, Rwanda, Somalia, South Sudan, Syria, Tanzania, and Uganda.

RefugeeConnect approaches fulfilling our mission and vision through three key program areas:

- 1. Refugee Community Engagement – Navigator Initiative**
RefugeeConnect works to create bridges and find connections to feel accepted and welcomed: connections between people and resources and experiences. RefugeeConnect does this through our many programs that engage and empower refugee students, families, and communities to reach their goals.
- 2. Collaboration with Local Organizations – Refugee Empowerment Initiative**
RefugeeConnect works to bring the diversity of organizations in our region together to find ways to work collaboratively to empower the refugee and asylee population locally. RefugeeConnect is creating and participating in spaces that are intentionally designed to move organizations out of their silos to collaboration. Envisioning our community's future together is essential to investing in the greater refugee community.
- 3. Educational Outreach and Volunteerism – Ambassador Initiative**
RefugeeConnect's vision to create an inclusive and diverse community begins with a culturally responsive, well informed, welcoming community in which refugees might find their home. Educational outreach into the wider community is an integral step on the path.

Qualifications and Desired Skills

- Leadership experience in nonprofit agency.
- Expertise in empowering vulnerable populations with a trauma-informed lens. Experience working with people from diverse cultures desirable.
- Success in nonprofit fundraising, including grant writing, major gifts, and other strategies.
- Master's degree preferred in social work, nonprofit management, business administration, or related field. Applicants with a bachelor's degree with nonprofit experience and leadership and people management skills will be considered.



- Excellent verbal and written communication skills.
- Knowledge of social media and other digital marketing skills.
- Management experience (budget, staff management, facilities, organizational operations, policies and procedures, outreach, etc).
- Experience initiating, growing, and cultivating strategic partnerships and collaborations.
- Success at managing a wide array of tasks and projects and an ability to thrive in a fast-paced work environment.
- Flexibility to adjust schedule to accommodate the needs of the job including nights and weekends.
- Computer skills on a Windows system (knowledge of PowerPoint, Excel, Word, etc.)
- Foreign language skills are desirable.

Responsibilities

Community Engagement

- Serve as the “face” for RefugeeConnect with funders, organizations, stakeholders, and community leaders. Ensure that RefugeeConnect is involved and aware of local, state, national, and international initiatives regarding refugee and asylee empowerment and services.
- Enhance RefugeeConnect’s image by being active and visible in the community; create and cultivate connections with other nonprofit leaders, organizations, businesses, and others who have an interest in RefugeeConnect’s mission.
- Maintain and develop relationships and trust with refugee and asylee individuals, families, and communities.
- Schedule and implement community-based programs, partnerships, trainings and other engagement initiatives.
- Implement meetings, surveys, and other ways for communicating with, and receiving feedback from, the community about RefugeeConnect and its initiatives.
- Facilitate and attend meetings or events on behalf of RefugeeConnect to better understand community activity and needs, hear community concerns, and provide information about community engagement.
- Maintain various databases of groups of stakeholders.
- Maintain mechanisms for internal and external evaluation of initiatives.
- Distribute information to the community and broader publics through multiple channels. Ensure that there is a solid corps of volunteers to assist with mission-fulfillment.

Development & Fundraising

- Create a culture of philanthropy where board, staff, and volunteers understand the importance and responsibility of finding fund-raising opportunities for RefugeeConnect.
- Increase annual revenue consistent with strategic goals through fundraising.
- Research grant funding sources, oversee the annual development plan, write grants and proposals, cultivate donors, and participate in fundraising events.
- Identify, cultivate, track, and request funds from donors and prospective donors.
- Utilize nonprofit fundraising best practices to ensure donor intent, ethical fundraising, diversified funding sources, and raise needed funds for desired programs and services.

Financial Management & Operations

- Oversee and implement actions to ensure that RefugeeConnect is consistent with best practices, including, but not limited to: balanced budget, proper operational and human resource policies/procedures and compliance with such policies, oversee the audit process, operate within the confines of each fiscal year budget, and other activities that ensure the fiscal integrity of RefugeeConnect.
- Evaluate budgetary needs of RefugeeConnect and connect these needs to the various programs/services so each has the proper resources to succeed.
- Assure the effective and efficient administration of RefugeeConnect's operations including staffing requirements, performance management system, staff coaching, facilities, safety/security of staff, volunteers and guests.
- Supervise staff and interns, develop models for onboarding, activation of skills, and exit procedures.

Mission & Strategy

- Collaborate with RefugeeConnect board, staff, volunteers, and partner organizations to ensure mission-fulfillment through programs, strategic planning, and community outreach.
- Implement a robust outcome management system to track data and evaluate program effectiveness/impact (financial and otherwise). Incorporate best practices into the process and system.
- Provide oversight to all programs and services to ensure relevancy, effectiveness, and efficiency. Monitor day-to-day delivery of all services and ensure they continue to be reflective of the needs for refugees and asylees to thrive and board priorities.

Governance

- Collaborate and serve as the executive liaison to the board of directors in fulfilling RefugeeConnect's direction as established by the board. This will be accomplished through communication, reporting, attending relevant meetings of the board and board committees, and administrative functions for the board (agendas, reports, etc.).
- Provide reports to the board at regular meetings that illustrate progress to strategic plan goals and objectives.
- Maintain all board records; ensure RefugeeConnect complies with local, state and federal regulations.
- Identify, assess, and inform the board of internal and external issues that may affect RefugeeConnect's funding, mission fulfillment, image, and reputation.

To Apply

Please submit your cover letter and resume to search@refugeeconnect.org. Applicants may be asked to provide references. Only those whose applications are actively being considered will be contacted.