

## Five Talents USA

### JOB DESCRIPTION Executive Director

#### About Five Talents

Five Talents was started in 1998 at a global meeting of Anglican Church leaders in response to their deep concern for the poor. The founders of Five Talents wanted to guard the dignity of the poor while also assisting them by creating jobs and opportunities to lift themselves out of poverty.

Based on Jesus' parable in Matthew 25, Five Talents is working in some of the most disadvantaged, rural areas of the world – with people and communities overlooked or too difficult for traditional approaches that seek to import staff infrastructure and solutions.

Our approach has inspired churches of all denominations, as well individuals and organizations of multiple religious and non-religious backgrounds, to join with us in fighting poverty and empowering the poor.

Since 1998, Five Talents has mobilized over \$10 million to build the capacity of indigenous organizations. We have provided access to savings and credit services to over 175,000 individuals with business training, spiritual formation, small loans, and the creation of savings and loan associations and community banks. Individuals benefitting from these programs have received more than 500,000 loans, and the businesses started have positively impacted over a million people.

#### Position Summary

The Executive Director of Five Talents U.S. is responsible for managing and fundraising for the current Five Talents programs in Bolivia, Burundi, Indonesia, Myanmar, and South Sudan. This includes working with our indigenous program partners in each country to set goals, manage expectations, and oversee operations. The position's main responsibility is raising funds to meet the program expenses and staff salaries, keeping a healthy 80/20 balance between program allocations and staff operations. Annual budgets over the past five years have ranged from \$750,000 to \$1.2 million.

The successful candidate will bring strong fundraising experience and relationship building skills. He/she will have previously managed a small non-profit organization with a volunteer board, and will be comfortable talking about his/her Christian faith in public forums.

#### Key Relationships

Reports To: Board of Directors consisting of 10-15 men and women. Board meetings are typically held four times per year – twice in person and twice via conference call. Primary interactions will be with the Board Chair, Treasurer, and Development Chair.

Direct Reports: Full time staff: Program Director, Assistant Program Director, Development Director. Part time staff: Communications Director, Finance Director, Development Assistant.

Other Key Relationships: Five Talents UK Staff and Board; Five Talents International Board.

## **Key Responsibilities**

Fundraising: Demonstrated fundraising experience, especially in major gift development, is essential. The Executive Director is responsible for creating an ambitious but realistic fundraising plan, and then effectively utilizing staff and volunteers to carry it out. He/she must know how to build strong personal relationships, and will enthusiastically talk about and promote Five Talents to potential supporters.

Staff, Board and Volunteer Management: Effective resource allocation is key to successful non-profits. The Executive Director will help set and manage the goals of the organization, while establishing clear priorities and providing accountability to the Board of Directors.

## **Ideal Experience**

- Executive leadership – Previous experience as Executive Director of a small organization, with expertise in working with a Board of Directors.
- Fundraising – Demonstrated success with major donors.
- Financial management – Has created budgets, reviewed financial reports, and provided progress reports to the Board of Directors.
- International experience – Period of time living and/or working abroad; or demonstrated involvement with the international community.
- Mobilizing volunteers – Has identified key volunteer roles and supervised their recruitment and contribution.

## **Important Leadership Skills**

### Driving Results

- Acts to meet and surpass budget goals, finding and seizing new support prospects for the organization.
- Sets objectives that are ambitious but realistic for self and team.
- Analyzes data to measure progress against goals and to discern trends.
- Adjusts plans to changing circumstances and new information.

### Leading People

- Demonstrates an executive leadership presence which inspires the Board of Directors, staff, donors and volunteers.
- Works collaboratively with the Board and staff to manage projects, solve problems, discuss challenging issues, and learn more about mission critical issues.
- Hires, manages and supervises a lean but flexible team of committed professionals and volunteers.
- Delegates tasks thoughtfully to free self to work at a more strategic level.
- Collaborates with each employee to establish clear, challenging performance goals and metrics.
- Practices effective communication skills, responding sensitively to questions and concerns from staff, volunteers, donors, and friends of the organization.

### Strategic Thinking

- Works with the Board of Directors to establish a Strategic Plan for future growth of the organization.
- Manages key deliverables against the Strategic Plan.

### Public Speaking

- Demonstrates skill and effectiveness in representing the organization to individuals and groups, exemplifying a pleasant and engaging personal manner.

### **Additional Personal Characteristics**

- Fully embraces the mission, vision and values of Five Talents.
- Impeccable ethics and integrity.
- Poised and confident with executive presence and professionalism.
- Strong interpersonal relationship skills.
- Proactive and entrepreneurial; takes responsibility for making things happen.
- Excellent communication skills, both written and verbal.
- Exhibits sound judgment and discretion.
- Energetic, motivational and inspiring.
- A committed Christian, unafraid to speak about his/her faith in public.
- Enjoys and is comfortable with overseas travel to remote locations.

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