

Nepal Youth Foundation

**1016 Lincoln Blvd., Suite 222
San Francisco, CA 94129**

Job Description: U.S. Executive Director, Nepal Youth Foundation

Working Hours: Full time

Employment status: Exempt

Reports to: Board of Directors

Benefits: Health and Dental benefits, PTO, and retirement with match as per NYF Personnel Policy

The Organization:

Nepal Youth Foundation offers hope and opportunity to Nepal's most impoverished children by providing them what is every child's birthright: vital healthcare, education and a safe environment. Nepal Youth Foundation was established in 1990, by Olga Murray, the founder. Its goals are to:

- Increase the quality of, and access to, education for Nepal's children
- Provide shelter, clothing, nutritional meals and care for the children residing at our children's village;
- Improve the health of families and children
- Empower Nepali youth to achieve their potential through university education and vocational skills training
- Encourage and enable girls to receive equal treatment and education

<http://www.nepalyouthfoundation.org>

Nepal Youth Foundation is a California not-for profit corporation with offices in The Presidio of San Francisco, California and in Kathmandu, Nepal. Nepal Youth Foundation funds programs in Nepal that are implemented by local non-profit organizations in Nepal. These programs are designed and led by our Nepal-based President who also serves as the international leader and representative of the organization with donors, governmental officials, and others outside the U.S.

The Position:

We are seeking an experienced U.S. Executive Director to advance our mission and impact. The U.S. Executive Director and the President each report directly to

the Board of Directors with distinct responsibilities. In addition, each has a demonstrated commitment to supporting the other so that the organization can thrive and grow. Together, the President and U.S. Executive Director work to ensure that NYF's staff, donors, and partners worldwide enjoy the collective sense of purpose and joy that comes from being deeply engaged in and recognized for accomplishing meaningful, impactful work.

Because the position has primary responsibility for U.S, fundraising and operations, the successful U.S. Executive Director will have a strong background in fundraising, nonprofit management, and international development. The U.S, ED should be passionate about human rights and children in the developing world; be able to work successfully in a cross-cultural environment; have strong communication and presentation skills; and knowledge of non-profit accounting and financial/tax matters. Experience in South Asia, or with South-Asian partners, is a plus.

Specific responsibilities will include:

- (1) Supporting and regularly communicating with the President to provide information and support for all operations of the organization.
- (2) Leading U.S.-based fundraising efforts and donor stewardship, which includes fostering a "culture of philanthropy" in the organization and setting ambitious but achievable goals for increasing gifts from foundations and major donors.
- (3) Overseeing all accounts receivables and payables, working closely with the President, Board Treasurer and accountant as required.
- (4) Managing existing U.S. staff and hiring as needed with a commitment to creating an inclusive and respectful work environment. This staff may include one or more development professionals who are responsible for grant and report writing and donor prospecting and stewardship; a financial/accounting professional responsible for maintaining books; and other staff responsible for communications and public relations, social media outreach, management of the donor database and donation acknowledgments. One or more of these positions may, alternatively, be outsourced, but under the management of the U.S. Executive Director.
- (5) Reviewing existing and new programs with the President and board of directors to ensure there are sufficient resources to support these programs and, when there are not, working with the President and board to develop a plan to achieve the necessary fundraising.
- (6) Supporting the President with the stewardship or growth of international donors and chapters, including attending international donor events as requested by the President.

- (7) Overseeing all financial reporting to donors, the Board of Directors, oversight of the timely preparation of tax reporting to all applicable governmental agencies (Federal, State and local) in the U.S., and coordination with auditors, as applicable.
- (8) Overseeing all U.S.-based contracts, ensuring that they are approved by the Board of Directors in advance when necessary.
- (9) In partnership with the President, designing and implementing a media/communications campaign to ensure NYF's goals, needs and successes are widely shared.
- (10) Serving the Board of Directors by, among matters, the following:
 - Keeping it apprised of all fundraising and operations in the U.S.
 - Providing monthly executive briefings and participating in regular monthly executive committee conferences with the President and Board Chair or other designated board members;
 - Preparing materials for quarterly board meetings, and circulating them sufficiently in advance;
 - Working closely with the Board Chair and other officers, committee members, and the President, to prepare budgets and financial reports;
 - Supporting the President in preparing and presenting the annual global budget following the schedule prepared by the Board;
 - Preparing and presenting the U.S. annual work plan, calendar and fundraising goals before the start of the new fiscal year; and
 - Partnering with the President and Board to develop/renew strategic plans as necessary.
- (11) Overseeing the planning and execution of donor events in the United States.

Other Matters

We are looking for an executive director willing to live in the San Francisco Bay Area, but will consider other options for the ideal candidate.

The successful candidate must also possess a valid passport and a willingness and ability to travel both domestically and internationally on occasion.

To apply, please send via email a cover letter, resume, and at least three references to Christopher Heffelfinger at ctheffelfinger@yahoo.com. No calls please. Application materials will be kept strictly confidential.

NYF believes that diversity in all dimensions of the organization supports and bolsters the innovative thinking essential to its success. We do not discriminate in any of our hiring or volunteering practices.