



dZi FOUNDATION
Executive Director
JOB DESCRIPTION

Job Title: Executive Director
Location: Colorado Front Range
Salary: Commensurate with Experience

Major Responsibilities:

Assuring the viability of all aspects of the organization including Board oversight; public relations and messaging; fundraising, including managing institutional fundraising; financial oversight; alignment and coordination between US, UK and KTM offices; program prioritization and implementation; and directly overseeing the Nepal Country Office. Collaboratively working with BOD to develop strategic plan and following through on implementation.

Position Summary:

The Executive Director (ED) is responsible for achieving our mission of increasing the quality of life for some of the most remote communities in Nepal. The ED is responsible for maintaining the viability and smooth functioning of all aspects of the organization in all global offices, and fostering a culture of innovation, collaboration, alignment and efficiency. The ED will drive the strategic planning process, in collaboration with the BOD; achieve goals set in the strategic plan; work closely with the Board Chair and other Board members to ensure effective governance and oversight; support fundraising, financial management; ensure effective program delivery; mentor staff and maintain a high level of staff morale and motivation in dZi offices across the globe. The ED will coordinate closely with the CFO and BOD to maintain strict financial oversight along with managing the annual audit.

The Executive Director reports directly to the Board of Directors. The ED will be evaluated in January and July by the BOD Executive Committee, based in part upon performance indicators set at the beginning of each fiscal year in collaboration with the Executive Director.

The Executive Director will ideally be based in the Front Range of Colorado with monthly travel to the home office in Ridgway Co. An annual trip to Nepal will be required along with domestic travel for board meetings and development opportunities.

Duties and Responsibilities

A. Organizational Leadership and Management

1. Work closely with the, Nepal Country Director and UK Trustee Chair and the President to ensure smooth, efficient, and aligned collaborative operation of all dZi Foundation offices, while meeting objectives stated in the strategic plan.
2. Drafting, maintaining, and achieving goals set in the strategic plan. Ensuring all stakeholders operate within the values and mission of the organization.
3. Oversee financial, legal, and logistical performance of the organization. Ensuring effective program design and delivery of services to our partner communities.

B. Fundraising and Donor Relations

1. Accountable for achieving restricted and unrestricted fundraising goals including developing and implementing a multi-year fundraising strategy.
2. Collaborate with dZi President to set organizational fundraising goals and align with annual budgets. Track revenues and make necessary program or fundraising adjustments to ensure financial viability of the organization and alignment with annual and multi-year goals.
3. Achieve stated fundraising goals from unrestricted sources and HNW donors. Lead fundraising from institutional donors and from restricted sources. Manage donor fundraising treks to Nepal and similar activities.

C. Public Relations/Messaging

1. Create and implement a PR and Messaging strategy that conveys the importance of dZi's mission and unique operating model in a manner that is inspiring, concise and directly drives fundraising. Integrate messaging strategy to all media channels including newsletters, presentations, social media, etc.
2. Maintain dZi.org website and social media channels; ensure consistent and appropriate messaging across all.
3. Promote the importance and effectiveness of the dZi approach, thus '*scaling our impact through influence*' through relevant channels.
4. Direct oversight of all dZi digital and printed outward messaging.

D. Board and Staff Development

1. Collaborate with Board Chair to ensure that the Board operates effectively and appropriately. Support major campaigns and agendas for all Board committees. Sit on Board Development Committee, Fundraising Committee, and other committees where relevant.
2. Increase levels of Board engagement and alignment with our mission, achieve 100% attendance of Board members at annual meetings and on official calls, as well as 100% participation in annual fundraising.
3. Support Board Chair in preparing agendas and oversee logistics for in-person and virtual Board meetings, surveys, calls, and other activities.
4. Work with Board Development Committee, Board Chair and President to identify, recruit and onboard new Board members.
5. Maintain a high level of staff morale, motivation, and productivity in dZi Foundation offices worldwide. Support employees career growth and acquisition of new skills as needed.

E. Team Leadership and Development

1. Inspire and lead dZi Foundation team members, with a clearly communicated vision and strategic plan. Assure all team members are conversantly familiar with this vision and understand their role in contributing to the successful completion of the strategic plan, for the period under consideration.
2. Accountable for management and oversight of dZi Foundation human resources. Oversee recruitment and onboarding of all US staff. Collaborate and support Nepal Country Director in hiring senior Nepal staff. Ensure smooth running of all dZi offices and maintain alignment, high morale, and high levels of productivity amongst staff.
3. Design and oversee annual performance evaluation process, to include both written and 1:1 meeting-based elements for all dZi staff members. Review all direct reports, and assure all other reviews are completed on time, twice per year, as agreed by ED, President and Board. Compile results and provide feedback designed to improve staff performance in a timely manner.
4. Create and implement necessary staffing policies including personnel policies, disciplinary procedures, leave policies, salary and benefit standards,



etc., for the purpose of clear and consistent operational and cultural guidelines for staff, and to assure legal compliance for the organization.

F. Financial Management

1. Create and manage annual and multi-year organizational operating budgets that are tied to goals stated in the strategic plan. This includes revenue projections; linking revenues to project expenditures; tracking revenues, expenditures and fundraising performance throughout the year; as well as overseeing global expenditures.
2. Provide quarterly financial and project progress updates, including balance sheet and P&L, to Executive and Fundraising committees. Maintain a balanced annual budget and support CFO with the external audit process.
3. Ensure financial transparency, integrity and best practices across the organization.

G. Program Implementation

1. Provide oversight and high-level support to program implementation teams. Ensure effective and efficient program delivery with maximum impact. Curate an effective monitoring and evaluation system that captures impacts while encouraging learning and improvement. Lead process of refining our *Deep Development* model and responding to changing needs and situations in Nepal.
2. Support and mentor Nepal dZi leadership to effectively implement and improve the *Deep Development* model and manage office operations.
3. Manage growth to meet goals stated in the strategic plan without losing program quality and effectiveness.

H. Global Alignment

1. Ensure brand, language and marketing alignment across all platforms. Maintain a professional tone that is inspiring and respectful for all people, especially our stakeholders in Nepal.
2. Achieve close alignment and coordination between all dZi offices and branches, including UK, US, and Nepal. Effectively foster a culture of '*dZi global*' around our singular mission to support programs and people in Nepal.