



South Asian Helpline and Referral Agency

## Job Description

<b>Title</b>	Executive Director
<b>Department(s)</b>	SAHARA
<b>Reports to</b>	Board Of Directors

### Job Summary

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for SAHARA's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

### Minimum requirements

The ED will be thoroughly committed to SAHARA's mission. All candidates should have proven leadership, coaching, and relationship management experience.

- Advanced degree, ideally an MBA / Post graduate Degree in any Human Services;
- At least 5 years of management experience;
- Track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff;
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Demonstrated ability to manage deliverables, reporting, and compliance with federal and Los Angeles County contracts.
- 40 Hour of Domestic Violence Training Certificate, from an approved organization, is mandatory. This can be completed after accepting offer and before 3 months of probation period is over. Information of the same will be provided on request.
- Practice/ maintain confidentiality at all times while employed at SAHARA;
- Oversee SHARA's staff performance and guide them as a team to fulfill SAHARA's Mission and Goals.
- Proficient in Computers and able to use technology as per the job requirement.

### Key Responsibilities

#### Leadership & Management:

- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of financial and operational administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize SAHARA's volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as for the national rollout
- Lead, coach, develop, and retain SAHARA's high-performance senior management team. Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents
- Should be an excellent orator. Fluent in English and Hindi. Other south Asian languages will be an added advantage.

Please email your cover letter, application, and resume to: [recruitment@saharacares.org](mailto:recruitment@saharacares.org)



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### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations and regional expansion
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities
- Ability to write Grants and oversee grant department.

### **Planning & New Business:**

- Design the Plan to improve outreach and design new programs in education, development and referral areas.
- Begin to build partnerships in new areas, establishing relationships with the funders, and political and community leaders at each expansion site
- Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional and national replication

### **Abilities required**

- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. The candidate, upon appointment, must acquaint oneself and adhere to all of SAHARA's Policy and Procedures.

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