

## **Children of China Pediatrics Foundation, PSC**

### **Job Description: Executive Director**

#### **Description of Organization**

The Children of China Pediatrics Foundation (CCPF) provides direct medical treatment for disabled children living in Chinese orphanages. As a not-for-profit, non-partisan organization, CCPF sends pediatric medical teams from the United States to China to perform surgeries on orphans to correct disfiguring birth defects and disabilities and to share medical information/surgical techniques with Chinese colleagues.

Since 1998, CCPF has performed ten medical missions in six different locations, and more than 300 surgeries. Over 500 other children have been triaged and helped by our medical experts. CCPF is a 501(c)(3) organization with an all volunteer medical team, part-time consultants providing staff support, virtual office and a budget of \$300,000. For more information, please visit our website at [www.chinapediatrics.org](http://www.chinapediatrics.org).

#### **Description of Position**

CCPF is seeking a full-time Executive Director to lead the organization into a new phase of growth. The Executive Director is responsible for the overall leadership and day-to-day management. S/he will have primary responsibility for, and lead the Board in, development and fundraising, financial management, public relations, research and information gathering, and program planning and evaluation. The Executive Director reports to the Executive Committee of the Board of Directors.

#### **Responsibilities**

##### Leadership and Vision

- Express clear vision and direction for CCPF, promote mission, and build support for initiatives.
- Implement and update strategic plan.

##### Development and Fundraising

- Write grant proposals, complete and be awarded grant funding.
- Manage grant reporting to public and private funders.
- Identify and cultivate individual donors, corporations, and foundations.
- Develop and implement annual fundraising plan with Board.
- Grow donor base.
- Organize and implement special events including Bike/Hike and Evening of Celebration.
- Secure sufficient funding to support staff as well as programming.
- Build infrastructure which provides reporting on use of funds to grant giving organizations.

##### Financial Management

- Develop agency's annual budget with Board.
- Monitor cash flow and prepare financial reports for the Board.
- Oversee accounting safeguards including acting as liaison to bookkeeper and auditor.
- Manage tax preparation.
- Manage payment and negotiate leases and major purchases.

##### Public Relations

- Oversee development and implementation of marketing plan with Board to promote awareness of CCPF with a broader donor and community base.
- Manage marketing materials such as annual newsletter, quarterly e-newsletter, website content and updates, website blog, facebook, brochures and videos.
- Serve as agency spokesperson with media.

##### China Relations

- Develop relationships with key officials in China representing host hospitals, Ministry of Civil Affairs, orphanages and foster homes.
- Liaison with Chinese CCPF representative.

##### Program Management and Evaluation

- Oversee short-term and long range program planning with Board.

- Manage existing programs including annual medical mission, mini missions, and visiting fellows including travel arrangements, team documents and medical supply coordination.
- In conjunction with Medical Advisory committee, manage recruitment of team members and patient selection for missions.
- In conjunction with Medical Advisory committee and host hospital, coordinate medical education programs provided during missions including development of curriculum and provision of presentations for translation.
- In conjunction with Medical Advisory committee, manage itinerary for travelling fellows, as well as coordinate travel and housing arrangements.
- Manage development and implementation of new programs including Infectious Disease clinic.
- Ensure execution of strategic plan.
- Implement evaluation plan and report results to Board and funders.

#### Board of Directors

- Act as liaison to Board and provide staff support to Board and ad hoc committees.
- Attend Board meetings and ad hoc committee meetings.
- Provide program and financial reports to the Board.
- Work with Board to identify, recruit, and train new members.
- Engage Board in fiscal, program, and policy oversight, and in strategic planning, fundraising, and public relations.
- Keep Board informed of key issues and needs.

#### Office and Human Resources Management

- Manage daily office operations including mail, voicemail and email.
- Manage consultant personnel, including recruitment, training, supervision, and evaluation.
- Create a sense of teamwork and collaborative atmosphere among staff, volunteers and Board.
- Manage donor database.
- Maintain files/archives/storage.

#### Qualifications

The ideal candidate will have:

- Passionate commitment to CCPF's mission and ability to visualize growth potential.
- Demonstrable leadership experience and/or capacity.
- Proven success in fundraising.
- Experience in managing budgets, supervising staff, and program planning.
- Excellent speaking, writing, presentation, and critical analysis skills.
- Ability to work with and develop an effective Board of Directors.
- Ability to work with a variety of constituents and facilitate collaboration.
- Flexibility and ability to work on multiple tasks under pressure.
- Ability to travel to China at least twice a year and flexibility to travel domestically as needed for fundraising.
- Fluency in Mandarin dialect is a plus.
- Minimum of Bachelors Degree
- 5 to 10 years work experience

#### Salary

Commensurate with experience. Suggested starting salary \$60,000.

#### To Apply

Interested candidates should send a résumé and cover letter with salary history and requirements via e-mail to Michele Prenoveau, CCPF Search Committee Chair at [mp@micheleprenoveau.com](mailto:mp@micheleprenoveau.com). No phone calls, please.