

Pure Water for the World

Executive Director Job Search

Organization Profile & Vision

Introduction:

Pure Water for the World, Inc. (PWW) is a Vermont-based nonprofit organization that operates in the Caribbean and Central America delivering sustainable safe water, sanitation and hygiene solutions to children and families living in underserved communities. This year, we celebrate our 20th anniversary of making a difference in the world.

Our current Executive Director has announced her retirement. Therefore, we are embarking on the search for our next Executive Director to lead the organization into the future.

PWW has grown from a small Rotary Club project, serving people in El Salvador, to an engaged player in the global Water, Sanitation and Hygiene (WASH) community. Today, PWW has a budget in excess of \$1,000,000 annually, a healthy balance sheet with reserves, and 40 employees located in the U.S.A., Honduras, and Haiti.

PWW's programs are driven by our vision and mission. We envision a world in which all people have safe water, proper sanitation, and the knowledge to sustain it for future generations. Our mission is to improve lives by empowering people with access to life's most basic necessities - safe water and sanitation. We accomplish our mission by partnering with underserved communities, in Central America and the Caribbean, and providing the communities with the tools and education to establish sustainable safe water, hygiene, and sanitation programs.

The organization is well known for its comprehensive, sustainable programs, which are implemented primarily in Honduras and Haiti. In Fiscal Year 2018, PWW reached over 14,000 people with safe water, sanitation and hygiene programs. Since its inception, PWW has reached more than 750,000 people in Haiti and Central America.

The following highlights key activities that PWW has undertaken:

- PWW has supplied schools and families, in hundreds of communities, with clean water filtration systems and latrines and has empowered families, teachers, medical personnel and others with critical education regarding healthy hygiene practices.
- PWW has been an implementation partner of leading international NGOs, such as Save the Children and UNICEF.
- PWW has established a successful program for WASH training and consulting services.
- PWW has received construction grants for community water systems.

- PWW team members have made presentations at global WASH conferences and have led and published technical studies.
- PWW Country Directors are actively engaged with local, regional and national government and international actors to support the development and implementation of country-specific WASH initiatives.

In PWW's community-driven approach, the people and communities served must be directly involved. This requirement is a key ingredient to sustainable projects, resulting in the correct and consistent use of the water and sanitation tools and safe hygiene practices.

PWW is focused on growing and expanding our current work in the countries where we now operate as well as reaching additional Central American and Caribbean countries. We have already begun some expansion by virtue of our WASH training and consulting programs. We see much potential to continue this growth and reach of the WASH training portfolio.

PWW is looking for an Executive Director that will help lead the organization to the next level. The organization is well poised for expansion, having established a successful model for helping communities create sustainable WASH projects.

PWW's website www.purewaterfortheworld.org tells a great deal more about the organization's story – what we do, who we are, and what we have achieved.

Organizational Structure

The Executive Director of Pure Water for the World oversees an operation with a staff of approximately 40 in the United States (primarily in Rutland, Vermont), Haiti and Honduras. Most of the staff is based in either Haiti or Honduras. The international staff delivers programs, in varying locations, across each country. The Haiti and Honduras teams are each managed by a locally based Country Director. The Country Directors report to the Executive Director.

The US-based staff, reporting to the Executive Director, is comprised of a Program Manager, an Office Manager, and an Office Assistant. PWW also employs contract staff for grant writing and marketing communications. One of the first staffing assignments of the new Executive Director will be to find, and recommend to the Board, a person to fill the position of Development Director.

PWW has a strong, supportive Board of Directors that is well connected, diverse and experienced in the relevant WASH technologies and needs in the targeted geographies. The Board has the ultimate responsibility for the organization. The Executive Director reports to the Board and is the face and voice of the organization. The Board oversees PWW and approves the annual budget, major administrative policies and fundraising initiatives, financial decisions and strategic directions - working in collaboration with the Executive Director. The Board looks to the Executive Director for leadership, guidance, and the overall operational responsibility for PWW.

Pure Water for the World, Inc.

Executive Director Job Description

Job Title: Executive Director

Reports to: Pure Water for the World Board of Directors

Location: Rutland, Vermont

Status: Salaried, full-time position

Desired Start Date: May 1, 2019

Organization: Pure Water for the World, Inc. (PWW) is a Vermont-based nonprofit 501(c)(3) organization whose mission is to improve lives by empowering people with access to life's most basic necessities...safe water and sanitation. We do this by partnering with underserved communities in Central America and the Caribbean, providing the education and tools to establish sustainable safe water, hygiene and sanitation programs. PWW's staff is based in the United States, Haiti and Honduras.

Job Summary: The Executive Director (ED), working with the Board of Directors, has overall leadership responsibility for achieving the organization's mission and strategic goals and administration of the programs, staff, and budget. The Executive Director is the primary representative of PWW, with the national and global WASH community, and directs the relationships with key PWW stakeholders, including funders. We are looking for a dynamic leader who can represent the organization on the global stage. The Executive Director should be a proactive strategic thinker and communicator who can sustainably lead the organization to significantly grow the size of PWW's WASH programs and funding.

Responsibilities

Financial and Organizational Management:

- Maintain high quality accounting, finance, and administrative management; ensure systems are compliant with all relevant local and national laws and regulations where PWW operates.
- Prepare a proposed annual budget to submit to the Board, with regular budget updates, that accurately reflect the financial condition of PWW.
- Ensure PWW's staff applies program excellence, strong project management skills, and rigorous program assessments.
- Supervise, coach, and develop PWW's experienced and high-performing staff. Hire and discharge staff, except for some key positions that require Board review and approval.

Fundraising & Communications:

- Oversee and support execution of donor and volunteer cultivation efforts.
- Oversee the development of fundraising and resource mobilization programs with specific targets in high-yield areas to enable PWW to grow and attain its strategic goals.
- Strengthen PWW's presence among and relationships with U.S. and global WASH organizations to garner new opportunities for PWW.
- Ensure an effective Communications plan, aligned with PWW's mission and goals.
- Effectively communicate program results with an emphasis on successes, lessons learned, and best practices to create a model for replication by other organizations.

Strategic Planning & New Business:

- Provide leadership to reach PWW's strategic goals, as outlined in the established 5-year Strategic Plan developed and approved by the Board. Actively engage in reviews and updates of the Strategic Plan.
- Lead efforts to keep strategic goals up-to-date and in alignment with PWW's mission.
- Provide direction to PWW, and advise the Board of Directors, on WASH trends and opportunities that require changes to the Strategic Plan and/or PWW's programs.
- Build partnerships, as appropriate, with WASH sector leaders and funders to broaden PWW's programs and community impact, and develop new opportunities.

Board Governance:

- Communicate effectively with the Board, providing timely and accurate information for the Board to undertake its responsibilities and make decisions.
- Support the development and engagement of a strong Board of Directors; serve as ex-officio of each committee.
- Support and help plan Board meetings.

Professional Qualifications

- A bachelor's degree is required. A graduate degree or certification related to international development or nonprofit management, or a record of continuous education in management, finance and/or WASH issues would be a plus.

- Five or more years of senior nonprofit management experience and a strong understanding of the WASH sector.
- Transparent and high integrity leadership.
- Strong budget management skills.
- A track record of effectively fundraising, mobilizing resources, and leading a performance-based organization.
- Ability to interface and engage with diverse volunteer and donor groups.
- Experience in applying entrepreneurial and innovative approaches to strategy development.
- Excellence in organizational management, with the ability to coach, manage, and develop high performing teams.
- Previous experience in managing geographically dispersed and/or international teams is a plus.
- Successful experience working with and motivating a Board of Directors.
- Marketing and public relations experience, with the ability to engage a wide range of stakeholders and cultures to convey PWW's mission and strategic future. Strong written and verbal communication skills, including public speaking.
- National and international travel is required. Must maintain a valid passport.
- U.S. citizenship or a valid green card to work in the United States.
- Spanish, French, and/or Creole language skills are a plus.

Salary commensurate with experience and other qualifications.

The Executive Director position is based in Rutland, Vermont.

To Apply:

Please email a letter of interest, resume, and three employment references to:

info@purewaterfortheworld.org by March 1, 2019, with *Executive Director Position* as the subject line. Please direct any questions about the position to the same address.

Pure Water for the World, Inc. is an equal opportunity employer.