

## International Sanctuary

*Position Description: Executive Director of the Sanctuary*

### **Executive Director of the Sanctuary**

**Location: Mumbai, India**

#### **About International Sanctuary:**

International Sanctuary provides hope and dignity to survivors of human trafficking. Since 2007, International Sanctuary has helped young women rebuild their lives through employment and education opportunities. Survivors work within the social enterprise, PURPOSE Jewelry, producing handmade jewelry, managing inventory, and fulfilling orders. Through education, survivors attain personal and professional goals. International Sanctuary exists to empower survivors of trafficking to embrace their true identity and worth.

#### **Position Description**

Reporting to the International Program Director, the Executive Director of the Sanctuary in Mumbai will have the overall operational responsibility for the success of the sanctuary social program and social enterprise that directly employs survivors of human trafficking the opportunity to rebuild their lives through employment, education, and others services. Key responsibilities include delivery of targeted outcomes related to the social program and social enterprise with primary focus of high quality participant care and team management and development.

The responsibilities of the Executive Director include:

#### **Leadership/Coaching/Human Resources**

Using servant leadership approach, mobilize staff, participants and interns around The Academy vision while developing them for the future through strength-based encouragement, delegation, and guidance.

- Communicate expectations clearly.
  - Follow up and ensure expectations are met
  - Assist staff and participants in meeting expectations
- Create and keep schedules and timelines
- Development and implementation of staff recruitment, onboarding, professional development, coaching and leadership growth
- Foster teamwork and culture
- Define employee policies and ensure compliance with labor laws

#### **Operational Excellence**

- Embraces the principles behind balance scorecards as a tool for strategy execution
- Create measures and systems to track status and progress of the program, student achievement, staff development, and jewelry production

- Define and continuously improve processes and systems to facilitate effective operations and improved collaboration with iSanctuary HQ and external support services (e.g. Chartered Accountant)
- Trains and holds staff accountable for compliance with defined standards, policies, and procedures.

### Strategic and Tactical Planning

- In partnership with the Program Director, develop 3-5 year strategic plan for the Academy
- Develop annual Academy operating plans necessary to guide decisions regarding education and program, organization, and financial plans

### Education and Program

The Academy is International Sanctuary's education program, being piloted in Mumbai. It is an innovative, strength-based and trauma informed program for women *who are survivors of trafficking with a goal of* empowering and preparing individuals for a lifetime of sustainable decision-making and self-care. The Executive Director serves as the educational leader, community liaison and chief administrator of The Academy. This position may require both hands on teaching, directing/mentoring teachers and social workers, leading staff, and fostering teamwork while balancing the responsibility of the achieving the organization's mission and financial objectives.

- Implement a high-quality holistic academic instruction and learning support system that not only prepares our students to reach educational milestones, but also encourages her to think critically and problem solve, while promoting community, leadership, health and self-reliance.
- Define curriculum and lesson plans, ensuring that classroom education, vocational, and health and wellness programs are cohesively linked and mutually supportive
- Create a learning environment that is structured, consistent, innovative and relevant to our student population.
- Set ambitious school goals for student achievement and performance; hold staff members and students accountable for achieving results
- Work directly with teachers and social workers to set and achieve student's individual performance goals.
- Monitor program plan, implementation, outcome and impact
- In conduction with Executive Director, develop the Academy's program strategy and plan, drive implementation, positively impact the lives our students, and achieve expected outcomes
- on a regular basis, for the purpose of intervention and/or acceleration toward academic and program outcomes
- Maintaining a safe environment for all staff, participants, interns and volunteers
- What about student admissions, graduation, and discipline?

### Production

- Provide input as to the annual sales plan and target for the Academy and the manufacturing feasibility of proposed jewelry designs
- Source raw materials, cost product, and develop models for approval by Program Director and Product Designer
- Develop production capacity and capability in line with PURPOSE jewelry sales and brand goals
- Translate annual jewelry plan to monthly, weekly, and daily goals
- Ensure production and delivery of jewelry in line with targets, styles, and schedule commitments
- Trouble shoot production issues in conjunction with Product Designer

#### **Communication/Public Relations/Fundraising**

Promote the Academy with external and internal stakeholders, ensuring open, clear and consistent dialogue

- Keep board fully informed on the condition of The Academy and all important factors influencing it.
- Help to publicize the activities of The Academy, its programs, goals and impact.
- Maintain positive relationships with local and international stakeholders to support growth of The Academy
- Define and execute fundraising plan, in partnership with the Board of Directors

#### **Financials**

Maintaining consistent and accurate accounting, financials and budget

- Maintain official records and documents, and ensure compliance with government regulations.
- File all necessary taxes, reporting, and filings in accordance to India's laws.
- Develop and maintain a balanced budget
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Develop a network of corporate donors (CSR) and individual donors that give generously to The Academy

#### **Qualifications:**

- Graduate degree (required); Master's Degree (preferred)
- A minimum of 5-10 years of developing your instructional expertise in an underserved population with demonstrated exemplary results
- At least two years of leadership a school or NGO with demonstrated exemplary results; direct management and supervision
- Capacity to define a vision, build teams and achieve results despite tremendous obstacles
- A deep passion for social justice and equity; believes that all people regardless of their background, caste, previous education are worthy of respect
- Hindi/English fluent

- Alignment with The Academy values: Community, Strength, Wisdom, ?
- Critical Thinking
  - Keen ability to use data in the decision making process
  - Strong analytical and problem-solving skills

Please submit resume or CV to [careers@isanctuary.org](mailto:careers@isanctuary.org)