



## **Program Director Haiti**

GOALS Haiti is seeking a Haiti based Program Director to support our community development programs in Leogane, Haiti. The primary function of the Program Director will be to lead organizational efforts along with our Executive Director and Program staff that sustain and grow our Haiti based programs through strong program development, monitoring and evaluation, community relations, fundraising and administrative support. The Director will play a significant role in GOALS' growth as the organization increases its impact on the lives of children and families in rural Haiti.

### **Mission statement**

GOALS advances youth leadership through soccer and education to create stronger, healthier communities in rural Haiti.

### **About GOALS**

Global Outreach And Love of Soccer (GOALS Haiti) is a 501 c(3) non-profit organization. Founded in 2010, the organization is based in Haiti and maintains a permanent presence there on the ground. We believe in investing in local communities, hiring local leaders, and relying on local knowledge to advance sustainable, long term development. The Program Director will work closely with our Executive Director to create and implement an impact strategy to help GOALS deepen its impact and help GOALS reach its next stage of growth.

### **Job Description**

The Director's role will include strategic, programmatic, financial, outreach, human resource and administrative responsibilities. A key element of this work will include the management of local staff and ensuring that all programs are running well. This includes positive relations with program participants and their communities. An ability to effectively communicate through writing, speaking, community presentations, photography, videos and more is essential. The Director must be creative in his/her problem solving, able to take care of daily tasks and maintain an eye on the big picture. The best candidate will be a results-oriented leader who cares deeply about social impact, youth, and sustainable development. The Director will be based in Leogane, Haiti and will work from our local office and on the field in our communities. Occasional travel within Haiti, the U.S. and abroad may be required.

The Program Director reports directly to the Executive Director and will also maintain communication with the Board of Directors as needed, including quarterly conference calls and an annual Board meeting.

## **Key responsibilities include:**

**Human Resources** - Support and manage in country staff (includes 3 full time staff and approx. 15 part time coaches and teachers). Oversee local staff performance and capacity development, recruit and hire new employees as needed, manage contracts and benefits. Host volunteer groups and donors plus oversee volunteer projects as needed.

**Program Development** - Develop strategy to grow and measure GOALS' impact.: manage current programs and operations, including logistics, tracking metrics, monitoring and evaluation and explore options for long-term sustainable growth. Create and administer the program plan (as part of the annual organizational work plan) and calendar to ensure that the organization is working toward strategic goals established in conjunction with the Executive Director.

**Administrative** - Financial oversight and management of program budgets and cash expenditures: Use tools including Excel, and possibly QuickBooks, employ correct accounting practices, and comply with laws in Haiti and the United States. Administrative and logistic work as needed to maintain programs and keep office running efficiently. Assure security and maintenance of GOALS property and assets.

**Communications** – Contribute to blog posts, photos, videos and stories to be shared in print and digitally. Ensure transparency and quality of activities are shared in a timely manner. Communicate regularly with Executive Director and Board of Directors including submitting monthly activity and financial reports to the Executive Director.

**Development** – Contribute to fundraising work including local awareness and support raising, grant writing contribution, grant reporting and donor reporting. Collaborate with the Executive Director and Board of Directors on fundraising activities.

The Program Director will assure that; all program activities are of the highest possible quality, meet deadlines, provide on-the-ground results, and build local capacity. He/she will provide transparent, accurate information to participants, community members, staff, Board of Directors, donors and supporters.

## Skills and Qualifications

- 3 to 5 years of program management experience including program design, planning and evaluation.
- Bachelor's degree from an accredited University.
- A track record of working independently and equally comfortable leading a team.
- Strong organizational, inter-personal, communication and writing skills.
- Experience working in a culturally diverse environment.
- Detail oriented plus flexible and patient under adverse situations.
- Fluent in English and proficiency in Haitian Creole preferred.
- Standard computer and internet skills, including Microsoft applications, calendaring, social media, Outlook etc.
- Commitment to GOALS' mission and values.
- Valid passport and driver's license.
- Clean background check.
- Experience working in Haiti a plus.
- Experience in sport for good/soccer programs a plus.

## Compensation and Benefits

Compensation and benefits commensurate with experience. As this is an in-Country Haiti position local housing is provided.

### How to apply

Applications are currently being accepted until the right candidate is chosen. To apply, please email [jobs@goalshaiti.org](mailto:jobs@goalshaiti.org) with the following:

- Cover Letter, Resume and 3 references

Please note: if chosen for the next stage of the application process writing samples will be requested.