



A grassroots movement of people, stories, and actions to alleviate extreme global poverty.

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## Executive Director

[One Day's Wages](#) (ODW) is looking for a passionate and driven leader to join our grassroots organization as our Executive Director (ED). As “a movement of people, stories, and actions,” the ED will lead all aspects of the organization. This person will work closely with our Board of Director (BOD) and small team of staff (currently 4) and interns to help ODW succeed in its mission and theory of change:

*ODW is a movement of people, stories and actions to alleviate extreme global poverty. This is a daunting endeavor and we acknowledge that we play an incredibly small part in this collective strategy of Sustainable Development Goals (SDGs). While our role is small, everyone plays an important part. We believe that our specific work is to come alongside, amplify, invest, and ultimately help build capacity in mostly smaller organizations that align with our shared values of Impact, Dignity, Empowerment, Mutuality, Transparency, and Localization. We achieve this through carefully vetted matching grants that enable our partners to build capacity.*

*Through our grant making, we uplift the work of global grassroots organizations implementing projects across 12 issues: children's education, climate action, emergency relief, gender-based violence, girls' empowerment, global hunger, human trafficking, jobs and skills, maternal and child health, preventable diseases, water and sanitation, and refugee relief. We prioritize supporting projects in countries ranked low or medium according to the United Nations Human Development Index.*

The ideal candidate is a proven leader with experience in international development, with excellent verbal and written communication skills, wears multiple hats, and enjoys leading and collaborating with a small but diverse team. The ED becomes a non-voting member of the BOD and serves as a liaison between the staff and the BOD. The ED reports to and partners with the BOD to create a strategy for the organization that honors its origin story and fulfills its mission through its theory of change.

**The ED has three primary responsibilities: Strategy, Staff Management, and Development** (with oversight on general operations).

### **Strategy (including Budgeting):**

- Partner with the Board to implement the strategy of the organization. Responsible for planning, organization, and direction of its operations and programs.
- Create a monthly, quarterly, and annual work plan and monitor progress within main departments (Development, Granting, Communications).
- Ensure organization aligns with values and theory of change strategy.
- Supervise Operations Coordinator to review and reconcile monthly financial reports.
- Collaborate with Accountant and BOD on annual budget creation.
- Responsible for fiscal management that generally anticipates operating within the approved budget.
- Partner with BOD with any proposed changes to operations or team management.
- Responsible for communicating effectively with the BOD and providing, in a timely and accurate manner, all information necessary for the Board to make informed and strategic decisions
- Partner with the Board to develop and implement consistent inventory and cost accounting policies, procedures, and operational reporting/metrics.

### **Staff Management:**

- Lead regular staff meetings and hiring of staff and interns.

- Oversee and manage staff work plans including operations, grants, and communications; provide feedback through regular and annual reviews.
- Partner with staff in recruitment and management of interns/volunteers.
- Create and implement organizational and staff culture - including staff growth and innovation and creativity to advance the mission of ODW.
- Supervise Operations Coordinator to ensure that all internal systems and technology are operating efficiently and help problem solve when issues arise. Provide guidance for Operations Coordinator to update and negotiate contracts (insurance, rentals, and internal systems, etc.)
- Provide guidance to oversee Salesforce CRM development and use, ensuring data integrity.
- Serve as the point of contact between the staff and Advisory Board.

**Development:**

- Primary responsibility to oversee the development goals to both meet and grow our mission.
- Ensures that funding relationships are robust enough to meet or exceed strategic goals and objectives through various revenue streams (major donors, Annual Gala, monthly donors, etc.)
- Primary representative of ODW in internal and external meetings - including current and potential donors.
- Oversee development of annual impact report.
- Prepares accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.
- Provide guidance to oversee Salesforce CRM development and use, ensuring data integrity.

**Required Skills:**

- In-depth understanding of the nuances surrounding extreme global poverty and best practices of international development
- Experience and/or educational background in international development and nonprofit management
- Director level experience; Project management experience
- Strong relationship-building skills in one-on-one and large group settings
- Strong planning, administrative, and organizational skills
- Ability to manage time efficiently, meet deadlines, self motivate and ability to work under pressure
- Familiarity with technology tools used by ODW (Salesforce, Funraise, Google Workspace, Asana, etc.)

**Preferred Skills:**

- Familiarity in securing major gifts and cultivating relationships with donors
- Working knowledge in Salesforce environments or similar CRMs

**ADDITIONAL DETAILS AND HOW TO APPLY:**

- Reports to: Board of Directors
- Type: Full time
- Location: Hybrid, Ballard, Seattle, WA; Remote possible
- Salary: \$74-82K plus monthly stipend for benefits.
- Ideal start date: March 1, 2023 (or earlier)
- Before submitting an application, be sure to read our [Founders' Story](#) and carefully review some of our [past projects](#) to make sure you share our organizational values. ODW is a public charity that is guided by Christian values. While our granting partners are diverse, many donors and external events are faith based.

Please send your resume and a cover letter to [eugene@onedayswages.org](mailto:eugene@onedayswages.org) and include the following info:

- Why do you want to work at One Day's Wages?
- How does your previous experience/education qualify you for this position?
- Any other pertinent information.