



ENGINEERS IN ACTION

CLEAN WATER SHOULDN'T BE A LUXURY

Executive Director Job Description September 2019

Engineers in Action (EIA) is seeking candidates for the position of Executive Director.

EIA is a US-based 501(c)3 non-profit organization working in partnership with communities to bring critical infrastructure to people living in impoverished and isolated communities. Typical projects and programs may include design and construction of safe drinking water systems, footbridges, sanitation facilities, and hygiene education. Currently, our efforts are focused in Bolivia, Ecuador and eSwatini. EIA works with in-country professionals to ensure projects meet local needs and are built to local standards. In this manner, we not only support development, we build local capacity.

We work with governments, corporations, foundations, individuals, and other non-governmental organizations to advance best practices, share knowledge, build collaborations, and advocate for greater commitment to this global goal. Through our programs, we work extensively with volunteer students and professionals, including active EIA chapters at 15 universities in the US, Canada, and the United Kingdom.

The EIA Executive Director will be responsible for providing strategic direction for EIA. S/he will also lead the organization's staff and volunteer teams in the United States, Bolivia, Ecuador and eSwatini. S/he will work closely with partner non-profit organizations, and with our in-country affiliates, Fundación Ingenieros en Acción (FIEA) Bolivia and FIEA Ecuador. S/he will be responsible for expanding the organization's programs, advancing innovations, engaging in constant learning and quality improvements, and supporting expanded advocacy work domestically and in countries of operation.

The Executive Director will be expected to provide:

- Leadership to EIA's staff and membership and to the global engineering and development sectors, involving organizational development, networking, organizational representation, and advocacy at the highest levels;
- Implementation of a growth strategy as well as engaging EIA staff and the Board of Directors in future strategic development;
- Expansion and strengthening of the chapter membership base;
- Development of a clear resource development strategy for both private and public resources in alignment with the program strategy, specifically fundraising to build the capacity of EIA and cover core costs;
- Leadership, inspiration, and a cohesive, driven team, including staff based in Africa, Latin America and the United States;
- Ongoing development of improved standards for programming and efficient administrative and financial management of EIA.

The Executive Director will be an *ex officio* and non-voting member of the EIA Board and of the Board's Executive Committee, and will report to the Board, which approves organizational strategies, work plans, and programming.



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Candidates should have:

- Demonstrated leadership in strategic planning, strategy implementation, and program execution;
- Superior interpersonal skills, as well as exceptional writing skills, with the ability to interact effectively with donors, board members, staff, and a network of professional partners and stakeholders;
- Extensive experience with managing people including hiring/firing, mentoring, providing annual reviews, developing strong cohesive teams and managing people long distances and in other countries/cultures;
- Experience managing a virtual team with a diverse portfolio of programs across multiple countries;
- Preferred experience managing an organization with annual revenue of between \$1-\$3 million;
- International experience in managing or implementing programs outside the US preferably with experience in Latin America;
- Experience developing and maintaining beneficial relationships with multiple stakeholders such as other nonprofits, advocacy organizations, community leaders, businesses, and elected and appointed officials.
- Be able to increase visibility of the EIA
- Demonstrated fundraising capacity and partnership development with governments, foundations and private philanthropy;
- Organization leadership skills including financial and budgeting experience, strong ethics, developing and managing people and teams, and track record of implementing goals and objectives;
- WASH knowledge – experience and/or technical knowledge about WASH programs;
- Understanding and experience working with institutional partners
- Commitment to EIA principles including use of in-country professionals, community management and ownership of water and sanitation systems, gender equity and diversity, and absolute integrity
- Bachelor degree.
- Fluency in English is essential and Spanish is preferred.
- Candidates should have the legal right to work in the US.

Based: Flexible.

Travel: Four to six overseas trips per year is possible along with several domestic trips to attend board meetings, conferences, donor meetings, and more. Candidates should be flexible to spend 2-3 months per year traveling on behalf of EIA.

How to Apply: Applicants should forward a cover letter, resume in reverse chronological format, and contact list of at least three professional references (name, contact information, and statement of relationship to the reference) to miro.kurka@engineersinaction.org. Do not call in reference to this position. Only shortlisted candidates will be contacted.