



Job Description

Administrative & Development Coordinator

Midwives for Haiti (MFH) increases access to skilled maternity care in Haiti by training skilled birth attendants (SBAs) and providing ongoing and adaptable solutions including institutional strengthening, transport and referrals, and clinical care provision. Please refer to our website to learn about our programs at www.midwivesforhaiti.org.

Position Summary: The Administrative & Development Coordinator (ADC) provides administrative and development direction and support. Reporting to the Executive Director (ED) and board of directors (BOD), the ADC is responsible for implementing the infrastructure and systems needed to support growth over the next 5 to 10 years. The ADC will build and manage effective and streamlined administrative systems, including human resources (HR), communications, information technology (IT), and physical infrastructure while spearheading development and fundraising efforts. The ADC will work independently while meeting regularly with the ED and BOD to collaborate on program efforts.

Essential Duties and Responsibilities include but are not limited to the following:

Administrative

- Maintain and manage day-to-day US operations by coordinating all office procedures and US programs and services
- Manage and implement policies and projects and provide oversight for initiatives, programs, and events
- Develop administrative documents for meetings, presentations, and grant reporting
- Serve as the liaison between all staff members and the BOD
- Maintain continuous lines of communication, keeping the ED and BOD informed of all critical issues
- Develop relationships with local and national stakeholders
- Board Development and Coordination of Meetings
 - Schedule BOD meetings
 - Develop BOD meeting agendas with Board President and Executive Director
 - Compile information, reports, and handouts for BOD meetings
 - Attend all BOD meetings and serve as recorder of the minutes
 - Provide proper follow up with all staff and board members regarding information and issues covered at BOD meetings
- Coordinate all details relating to the annual Board Retreat
- Coordinate and facilitate special BOD meetings
- Provide administrative support to the ED and the BOD
- Maintain physical and electronic files and backup files

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- Communicate and meet with staff regularly
- Purchase supplies and medications
- Supply Management
 - Coordinate donations of supplies
 - Manage all donated supplies in the US and storage unit
 - Facilitate transportation of supplies to Haiti with staff and volunteers
- Manage all subscriptions
- Evaluate and file important organizational documents, such as insurance forms, grant letters, and tax records
- Ensure compliance with organizational bylaws and mission statement
- Travel to Haiti for one week each year to visit programs and staff

Human Resources

- Provide and process new employee HR forms
- Work in partnership with the ED to coordinate health insurance for employees
 - Coordinate and submit employee health insurance applications
- Track US employees travel stipends, PTO, and other benefit usage
- Draft and provide employee contracts
- Help facilitate personnel committee meetings
- Aid the personnel committee and ED in interviewing and hiring

Financial

- Report project and program expenses to the Finance Director (FD)
- Provide support to the FD
- Assist the ED with reconciliation reports
- Pick up and process mail weekly
 - Report donations, bills, and statements to the FD
 - Deposit funds

Communications & Marketing

- Respond to all general inquiries about the organization via email and phone
- Serve as a resource to donors and volunteers
- Provide support to the Director of Communications & Marketing (DCM), including managing social media accounts when the DCM is out of the office 2-4x per year
- Manage marketing supplies
 - Order copies and supplies
 - Distribute to supporters for remote events
 - Prepare and pack for events and conferences

Development & Fundraising

- Contribute to the development of MFH's strategic goals and objectives
- Plan Fund Development Activities

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- Work in partnership with the ED, FD, BOD, and DCM to develop a fund development plan which increases revenues to support the strategic direction of the organization
- Implement the fund development plan in accordance with ethical fundraising principles
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
- Monitor trends in the community or region and adapt fundraising strategies as necessary
- Organize fund development activities
 - Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner
 - Work with the Medical Director to seek grants including research, proposal writing, and reporting requirements
 - Work with the Medical Director to track proposals and reports for all foundation and corporate fundraising
 - Work in partnership with the DCM on annual fundraising campaigns
 - Create timeline, develop materials, problem solve IT logistics, hire printer, coordinate mailing, design and order incentive gifts, mail incentive gifts, create reports
 - Oversee the planning and execution of special local fundraising events as identified in the fund development plan to generate funds for the organization
 - Identify corporate, community, foundation, and individual prospects and secure financial gifts
 - Plan and grow a major gifts program including identification, cultivation, and solicitation of major donors
 - Manage the implementation of an online store and oversee volunteers responsible for gift processing
 - Create and execute a plan for a large sustained base of annual individual donors
 - Foster relationships by meeting with prospective donors and supporters on a continual basis to establish effective communications
 - Engage volunteers for special fund development projects
 - Oversee the donor database and tracking systems
 - Work in partnership with the DCM in marketing, publications, fundraising, and website development
 - Facilitate sponsorship for individual donors
 - Coordinate the development and maintenance of the network of supporters, including partners, agencies, volunteers, and other organizations at the local, national, and international level
 - Facilitate and manage representation at national and international events
 - ACNM, ICM, miscellaneous conferences and events, etc

Desired Qualifications

- Master’s degree or Bachelor’s degree and equivalent combination of experience
- 2 to 4 years experience with development, fundraising, building volunteer and donor relationships, administrative support, and international non-profit management

Desired Skills

- Ability to prioritize and maximize workload; manage multiple projects and deadlines
- Experience researching grants and writing successful proposals
- Ability to self-direct, take initiative and recommend and implement process improvements
- Familiarity with Microsoft Word, Excel, Wordpress, Constant Contact or similar email software, computerized bookkeeping software, and Etapestry/Blackbaud or other donor management software
- Comfortable working with various social media platforms such as Facebook and Instagram
- Knowledge of global maternal health, reproductive health, midwifery, and/or public health
- Ability to consistently demonstrate excellent interpersonal, verbal and written communication skills
- Experience developing relationships with a variety of agencies, organizations and stakeholders
- Commitment to service, advocacy, and social justice
- Have the desire to get out of the office and build external relationships
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising
- Organized and exhibit “follow through” on tasks and goals

Expectations:

- Any employee of Midwives For Haiti will adhere to the core values of the organization. Our core values include:
 - **Genuine Partnership-** We will strive to be in genuine partnership with those who share our vision.
 - **Education-** We will deliver education that enables critical thinking and competent autonomous practice.
 - **Compassion-** We will embody the compassionate service that is an essential characteristic of quality healthcare.
 - **Faith-** We will act with the belief that change can occur, one person at a time, and through the efforts of small groups of people who believe it can.
 - **Pragmatic Solidarity-** We will strive to find culturally and resource-appropriate solutions to community-identified problems by means of respectful communication with the communities we serve.

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- All MFH employees will treat students and patients with compassion and a willingness to negotiate conflicts.
- All MFH employees will be professional in appearance and promptness, and demonstrate a character that is beyond reproach in the community.

Start Date: March 1st, 2017

Work Days: Position is full-time and occasionally requires availability evenings and weekends.

Length of Commitment: 2 years minimum

Placement: Richmond, Virginia

Compensation: \$38,000/year plus benefits

Travel: Requires one trip to Haiti annually

To apply: Please submit a resume and cover letter to info@midwivesforhaiti.org. Please make sure to include the date that you would be available to start.

Deadline: January 31st, 2017

Midwives for Haiti is an equal opportunity employer. Persons of color and persons of Haitian descent are strongly encouraged to apply.