

## **Director of Finance, Compliance and Administration, EFE-Global**

Location: Washington, DC

Reports to: President and CEO

### Summary of Position:

The new Director will report to EFE's President & CEO, and manage the finance and administration functions of the organization. The Director will supervise any other finance and administration staff, and work closely with other members of the management team to help lead the organization.

### Duties and Responsibilities:

- Lead all aspects of the Finance, Accounting, Budget, Procurement, and Compliance functions of the organization, evaluate the performance in each area and lead strategies to improve functionality.
- Direct the formation and implementation of financial, administrative, and compliance policies and procedures, guiding policy decisions and providing technical expertise.
- Represent EFE to funders and other key stakeholders.
- Ensure that EFE is in compliance with regulatory requirements and funder requirements and conditions.
- Manage all contract reviews and negotiations.
  
- Oversee the organization's process for preparing indirect cost rates.
  
- Partner in leading federal government business development, serving as a key contact and interlocutor for partners, negotiating and reviewing budgets, supporting proposal development, and ensuring that the business development process considers future compliance and implementation concerns.
- Serve as trusted business partner to EFE's affiliate CEO's, providing key insights into finance and compliance related matters.
- Engage board finance and audit committees to meet financial plans and objectives
- Serve as a visible and core member of the Senior Management Team and contribute strongly to cross-disciplinary planning for the organization.
- Ensure regular financial reporting for management and program staff, including the development of relevant financial projections.
- Serve as primary interlocutor with the board on finance, accounting, and compliance related matters.
- Lead and develop the process for assessing affiliate financial operations and manage the development and execution of specific and targeted financial development and improvement plans.
- Lead the development of the annual budget and support the development of the annual workplan.

- Supervise finance staff and work in concert with the Controller and accounting team from Brookhill Group.
- Oversee other administrative functions including human resources and facilities management.

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### **Key Qualifications**

- Bachelor's Degree in Accounting, Finance, or closely related field with 15 years relevant work experience or Master's Degree with 10 years relevant work experience;
- Experiential knowledge of FAR, AIDAR, ADS, and relevant OMB circulars;
- Experience leading financial, administrative, and compliance management in a multi-funder environment including US government grants and contracts, private foundation and corporate donors;
- Demonstrated leadership ability, preferably as a member of a senior management team;
- Strong problem solving and analytical skills;
- Prior experience in proposal budget preparation and understanding of different pricing models and financial presentation;
- Willingness to travel to affiliate offices in the Middle East and North Africa as needed
- Demonstrated ability to effectively work with a diverse team, with attention to mentorship and professional development of staff;
- Self-motivated and organized, with attention to detail;
- Excellent written, verbal and interpersonal communications skills. Knowledge of Arabic and/or French would be an asset;
- Ability to multi-task, prioritize assignments, and meet multiple deadlines; and,
- Previous experience with international development organization.

Compensation: Commensurate with achievement, experience, and salary history. EFE offers full health and vacation benefits.

IMMEDIATE OPENING. To apply, please send a cover letter, résumé, salary history to: [employment@efe.org](mailto:employment@efe.org).

Please put "Director of Finance, Compliance and Administration" in the subject line of your email.

*\*\*No phone calls please\*\**

**Title: Director of Development, EFE-Global**

**Location: Washington, DC or New York, NY**

**Summary of Position:**

EFE is hiring a Director of Development to create and implement a comprehensive fundraising strategy that achieves our revenue and sustainability objectives. The Director's primary focus will be to diversify and broaden our existing donor base, with particular emphasis on individual donors in the US and the countries in which EFE operates. The Director will be responsible for creating fundraising systems and processes that and work to build organizational and staff capacity among the Affiliates to develop enable them to significantly increase their local fundraising capacity from individual and institutional donors. The Director will report to the President and CEO.

The ideal candidate will bring a demonstrated passion for EFE's mission and the communication skills to effectively share EFE's impact through creative and data-driven storytelling. S/he must also demonstrate a successful record of engaging new funders resulting in major gifts. To work well in EFE's culture, the Director must also be a collaborative team player who proactively builds relationships with colleagues and other key stakeholders. The top candidate also will possess an entrepreneurial mindset and thrive in a dynamic, fast passed, and high-growth environment.

**Key Responsibilities**

- **Strategy.** Working in collaboration with the President/CEO and EFE-Global management team, develop and execute an annual development strategy for EFE-Global.
- **Donor cultivation.** Research, identify and cultivate new donor prospects, and successfully lead the cultivation process resulting in an award. Successfully steward existing and new donors to achieve fundraising objectives.
- **Proposal & Collateral development.** Working with the Program & Partnership / Communications teams, develop funding proposals and targeted collateral tailored to individual and institutional donors to achieve fundraising objectives.
- **Systems.** Oversee the establishment of the processes and systems (including databases and other technology solutions using Salesforce.com) to coordinate development and fundraising initiatives for individual, foundation, corporate and government grants for the US organization and the Network overall. Track fundraising activities across the Network to ensure successful donor stewardship.
- **Board engagement.** Engage EFE-Global Board members effectively in fundraising initiatives and successfully utilize their networks of senior private and public sector leaders in order to advance EFE's fundraising goals. Provide training and coaching, as needed, to ensure consistency and effectiveness of fundraising messages and objectives.
- **Affiliate engagement.** Support Affiliates as they develop, refine and implement sustainability goals, strategies, and budgets. Obtain expert technical assistance for Affiliates to strengthen capabilities in these areas. The level of assistance will depend on each Affiliate's needs at their particular stage of development.
- **Team management.** Hire and manage a staff member to support the development function.

## **Key Qualifications**

- A passion for EFE's mission
- Demonstrated ability to prospect, cultivate, and manage new donor relationships;
- Successful track record of fundraising with individual donors, including high net-worth individuals in the United States; international fundraising experience, particularly in MENA, a plus
- Demonstrated ability to engage senior staff, and steward relationships with institutional donors to achieve development objectives.
- Successful experience designing, developing, implementing and managing development strategies
- Familiarity with online, social media, or crowdsourcing strategies a plus
- Experience building organizational capacity (systems, processes, technology) and staff capacity (training) a plus
- Demonstrated ability to thrive in an entrepreneurial, high-growth, collaborative environment
- Ability to travel to the MENA region.

Compensation: Commensurate with achievement, experience, and salary history. EFE offers full health and vacation benefits.

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Please put "Director of Development" in the subject line of your email.

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**Title: Program Manager, EFE-Global**

**Location: Washington, DC**

### **Summary of Position:**

The Program Manager is senior member of the Washington, DC based global program teams. Program Managers work in close partnership with EFE affiliates in the MENA region and provide programmatic, strategic, capacity building and fundraising support. Given EFE's affiliate structure, the partnership between EFE's global program team and senior affiliate staff members is paramount. As the one of the primary points of contact with EFE affiliates, Program Managers are expected to demonstrate excellent personal, professional and relationship management skills, taking into consideration the context in which EFE affiliates operate, and their organizational development stage.

This is a full time position based in Washington, DC. As a senior member of the program team, the Program Manager is also expected to contribute to EFE's overall program development and independently initiate and manage special projects outside the country specific scope of their responsibilities as needed. The Program Manager will also supervise a Program Associate and together, work as a team in partnership with EFE affiliates to insure the achievement of programmatic and organizational objectives.

### **Qualification, Skill and Knowledge Requirements**

- Five or more years' experience in program management and implementation in the non-profit or private sectors.
- Outstanding project management skills. Proven ability to set priorities, work independently and take initiative, manage multiple projects and meet deadlines.
- Excellent writing skills. Demonstrated ability to draft proposals, reports, results of research or other organizational documents with minimal supervision.
- Strong communications and interpersonal skills. Ability to professionally engage and work with key EFE stakeholders in various settings including affiliate leadership and staff, donors, peer organizations and other key stakeholders in the US and the MENA region.
- Experience managing staff and working in a team oriented manner to achieve program objectives.
- French language skills strongly preferred.
- USAID proposal development, grant writing and / or reporting experience strongly preferred.
- Middle East & North Africa regional expertise a plus.
- Marketing or communications skills a plus.
- Availability and willingness to travel to the MENA region as necessary to advance EFE's objectives.

### **The following qualities are essential to all applicants:**

- High energy individual who demonstrates flexibility in work priorities, capable of multi-tasking and operating efficiently and effectively across multiple areas of responsibility.
- Ability to thrive in a fast-paced, entrepreneurial environment and has a "do what it takes" mentality in order to achieve EFE's objectives.
- Demonstrated capacity to exercise independent judgment and sound decision-making in the midst of diverse and complex organizational environments.
- Flexibility and willingness to take initiative.
- Strong team orientation, relationship-building and negotiation skills, and ability to collaborate with diverse groups of people.
- Quick learner and self-starter with a high degree of intellectual curiosity.
- Positive energy and attitude.
- A passion for EFE's mission.

Compensation: Commensurate with achievement, experience, and salary history. EFE offers full health and vacation benefits.

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