



1380 Monroe Street, NW Box 309
Washington, DC 20010
202-657-MUSO
www.projectmuso.org

Title: Executive Director
Department: Administrative
Reports to: Board of Directors
Location: Boston, MA and Yirimadjo, Bamako, Mali

Organizational Profile:

Project Muso Ladamunen (PML) is a rapidly growing non-profit 501 (c)(3) organization that operates in Yirimadjo, Mali, a West African country currently ranked the 5th poorest in the world. Partnering with the Malian Ministry of Health, Partners In Health, Tostan, and others, PML brings together health care delivery, non-formal education, microfinance, and community action to address the root causes of disease. Through action, training, research, and advocacy, PML works with communities in Mali to stop cycles of poverty and disease, and create cycles of health and wellbeing in their place. More information is available at www.projectmuso.org.

Position Description:

The Executive Director plays a critical role guiding and supporting PML's strategic development. The Executive Director coordinates the efforts of Project Muso's 73 part time, full time, and volunteer team members, leads and implements Project Muso's fundraising strategy for growth and scale-up, and cultivates key partnerships. Project Muso is in the midst of piloting its strategy in Yirimadjo, Mali, an area of 20,000 people. With encouraging results from the first years of its pilot, Project Muso is planning toward strategic scale-up and replication in the years to come. As Project Muso's primary organizational administrator outside of Mali, the ED plays a central role in guiding Project Muso's growth and development at this critical juncture for the organization and the thousands of community partners it serves.

The ED will split their time between Project Muso's field site and field office in Mali and Project Muso's office at Still Harbor in Boston. The full-time position requires a commitment and passion for social justice work. The ideal candidate will be ready to take on new and unexpected challenges while providing consistent, strategic leadership. Prior experience planning and executing successful fundraising campaigns is key. We are looking for a team player, creative thinker and self-starter. French is required. Bamanankan language skills are a plus.

To learn more about this position and request an application, please send a CV and cover letter to ari@projectmuso.org

Primary responsibilities:

1. Facilitate the team's strategic planning for the revision, growth, and scale-up of Project Muso's education, microfinance, health care delivery, and community organizing programs. (10%)

2. Lead participatory strategic planning to strengthen and grow Project Muso's administrative structures, including human resources management, administrative protocols and procedures, and material and financial management. Strengthen and, where necessary, revise existing organizational structures to ensure effective team communication, morale, workflow, reporting relationships, and continuous quality improvement. (10%)

2. Oversee US-based operations of Project Muso, including the recruitment and management of volunteer US-based staff, providing administrative and technical support to Project Muso's Mali-based staff, ensuring effective program evaluation and documentation of impact, serving as the primary point of contact between Project Muso's US and Mali based teams, and overseeing of Project Muso's financial management. (20%)

3. Design and implement a fundraising strategy that grows and diversifies all revenue streams of support in coordination with Project Muso's volunteers, key staff, and Board. (50%)

This will include:

- a) Growing revenue streams from foundation grants, events, public and private sector partnerships, and major individual gifts.
 - b) Leading a team of key staff and volunteers to conduct grant research, writing, and revision, individual fundraising drives, third party fundraising, regular communication with a large group of small-scale contributors, social networking, and events.
 - c) Overseeing maintenance of fundraising schedules, objectives, databases and tracking systems. Ensuring that appropriate systems and processes are in place for effective tracking, timely recognition, and appropriate communication with all supporters.
 - d) Cultivating and maintaining relationships with donors, including individuals, foundations and organizations.
 - e) Working closely and collaboratively with the Advisory Board and the Board of Directors to engage and empower current board members in fundraising efforts.
4. Coordinate relationships with key partner organizations in the global health delivery community to enhance opportunities for collaboration. (10%)

Qualifications:

1. Bachelors degree minimum, graduate training preferred (e.g. MPH, MBA, MPA)
2. Relevant professional experience

3. Minimum 1 year commitment, though 2 years strongly preferred
4. Availability to begin work in early 2011 with ability to travel to Mali for two months of training in March-April 2011
5. Understanding and acceptance of Project Muso's mission, vision, and values required

Preferred Criteria:

1. Initiative, commitment and passion for Project Muso's mission
2. Proficiency in French and English required; proficiency in Bamanankan a plus
3. High level of motivation and strong work ethic
4. Management and strategic planning experience
5. Financial management experience
6. Proven track record in development and fundraising
7. Knowledge and experience in global health and international development
8. Experience living or working in resource-poor settings
9. Knowledge of and ability to use continuing improvement process
10. Initiative to anticipate and identify challenges to Project Muso's operations and work creativity to overcome them
11. Entrepreneurial and creative spirit and ability to work independently as well as part of a team
12. Readiness and flexibility for an atypical work schedule, including meetings and responsibilities that may at times fall outside normal business hours
13. Demonstrated ability to meet deadlines in a complex and fast-paced environment
14. Demonstrated reliability in promptly responding to all communications and following through on commitments
15. Excellent interpersonal skills and a demonstrated ability to work successfully in a team environment and interact professionally with culturally, religiously, and geographically diverse staff
16. Ability to respond to frequently shifting needs on the ground with flexibility while maintaining a positive approach and sense of humor

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Benefits:

1. Opportunity to lead the growth and scale-up of a young, dynamic global health organization
2. Opportunities for mentorship from pioneers in the field of global health equity
3. Great leadership experience within a supportive community
4. Expenses paid travel to Mali at least once per year, accommodation provided with local partners and/or community members.
5. Full-time, salaried position

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Project Muso is an equal opportunity employer.