



Building a Strong Foundation...

.....With the Ministry of Christ



## JOB ANNOUNCEMENT EXECUTIVE DIRECTOR AUG 2024

Projecto Fe is seeking an Executive Director to provide leadership for our ministry operations. Projecto Fe is a non-profit 501(c)(3) faith based and Christ center organization that supports education, health care, and ministry development in rural Guatemala. Projecto Fe's mission statement is:

*Sharing the love of Jesus Christ with the children and disadvantaged in Guatemala through evangelism, education, and healthcare.*

This is a salaried position and is estimated to be a 0.6 full time equivalent (FTE) position. Salary is dependent on experience. The position is located in Anchorage, Alaska. However, occasional travel to Guatemala is anticipated.

The Executive Director position will work under the direction of the Projecto Fe Board of Directors (BOD).

### DUTIES

Duties include but are not limited to:

1. Provide leadership and oversight of local and Guatemalan staff and support of Guatemalan missionaries.

Projecto Fe currently has one Anchorage based administrative position, two Guatemalan positions, and two Guatemalan missionaries. One of the Guatemalan positions is a program director who oversees Projecto Fe's business interests in Guatemala.

The Executive Director should maintain strong relationships, collaboration, and regular communication (including prayer support) with all staff and missionaries.

2. Help build, sustain, and strengthen all board functions, such as meetings, policy compliance, and committee work. The Executive Director shall schedule and conduct BOD meetings, develop an agenda, and advise BOD as required.



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3. **Financial Management:** Oversee Proyecto Fe's financial interests including funds received, financial transactions to Guatemala, employee/missionary payroll, payments to vendors, suppliers, contractors, and other operational costs. Provide monthly financial reports to BOD or as requested, reconciling financial statements, collect and submit data to tax consultant for annual taxes, and work directly with bookkeeper and/or accounting consultant.
4. **Fundraising:** Create conditions for successful fundraising. Fundraising is one of the BOD responsibilities. However, the Executive Director will oversee the development and execution of fundraising events. These events are a team effort and often completed through a hired coordinator, local staff, BOD members, and volunteers.
5. **Human Resources:** Responsible for delegation, decision-making, creating clear staff roles (job descriptions), and supervising collaborative faith-based environment to ensure that they are done efficiently and respectfully.

The BOD shall be responsible for decisions addressing employee discretions, complaints, or employee discipline.

6. **Oversee Child Sponsorship program and stakeholder communication:** Colegio Bethel is largely funded through child sponsorship. Many of the sponsors continue to fund students through high school and higher education. As a result, there is frequent communication with our sponsors. In addition, Proyecto Fe has many donors who give generously. It is important that we maintain these relationships and communicate both proactively (newsletters, updates, social media, etc.) and as requested by the sponsor/donor.
7. **Mission Trips:** Oversee, collaborate, and support team efforts for mission trips. Proyecto Fe conducts several missions trips each year. In addition, several independent smaller groups or individuals often plan trips to Guatemala. These include medical/dental teams, youth groups, and others.

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**Proyecto Fe International**

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Missions trips are a collaborative effort between the Guatemala and Alaska staff. The Executive Director will provide oversight either through hands-on or delegation to other staff to assure all requirements are met for international travel (current passports, travel insurance, etc.) and working closely with the designated team leader.

## REQUIREMENTS AND SKILLS

1. First and foremost, the candidate must have a heart for serving the Lord. Proyecto Fe is dedicated to seeking God's will for this ministry and executing it according to His plan.
2. Experience as an Executive Director or similar role, working with faith-based, and/or non-profit organizations.
3. Ability to effectively communicate with others including staff, missionaries, BOD, stakeholders, sponsors, and others. As the Executive Director, this position is often the face of Proyecto Fe. It is important to communicate Proyecto Fe's values and mission.
4. Possess competence in reading, creating, and understanding financial documents, including budgets, cash flow, income statements, and balance statements. An intimate knowledge of accounting or bookkeeping practices is not required. However, the Executive Director should have a working knowledge to understand financial reports and ability to communicate with bookkeeper or accountant.
5. Ability to understand and respect different cultures. The majority of people we support are from traditional Mayan culture. It is important to be able to understand and respect their culture and norms.
6. Experience in fundraising activities.
7. Knowledge of finances including foreign transaction, reconciling of accounts, communication with bookkeeper/accounts, non-profit tax preparation, and how to build effective financial reports for the BOD.

An intimate knowledge of accounting or bookkeeping practices is not required. However, the Executive Director should have a working knowledge of understanding financial reports and ability to effectively communicate with bookkeeper and accountant. The position will also require knowledge or ability to learn QuickBooks accounting software.

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