



VOICE

Executive Director Search

Application Deadline: Midnight, Monday, December 31, 2018 (US Pacific Standard Time)

Vietnamese Overseas Initiative for Conscience Empowerment (VOICE) is seeking a dedicated Executive Director to lead our dynamic and growing US-based international organization.

VOICE is a U.S. 501(c)(3) formally established in 2007, with grassroots activities spanning the previous decade. VOICE's mission is to advocate for Vietnamese refugees' rights, and work as a catalyst for concrete and sustainable civil society development in Vietnam. To that extent, VOICE invests its resources in advocacy, capacity building training programs, and on-the-ground projects, through four key focus areas: freedom of expression, access to justice, environmental protection, and religious freedom.

VOICE is a leading civil society organization with a unique and effective long-term approach to civil society development in Vietnam. In alignment with our strategy, our team leverages in-depth country knowledge to identify synergy between the Vietnamese overseas community, its international partners and local Vietnamese civil society leaders' needs and objectives to deliver on VOICE's focused capacity building training and grant making strategies.

VOICE's efforts are assisted and enhanced by our independent affiliates, which share our mission. Our partnership comprises of the following organizations: VOICE Australia, VOICE Canada, VOICE Norway, VOICE U.K., and Voice EUROPE based in Brussels, Belgium.

For more information about VOICE, please visit www.vietnamvoice.org

POSITION SUMMARY & DESIRED TRAITS:

The Executive Director will be visionary and forward-thinking. The successful candidate must possess an awareness of critical needs and social and political issues Vietnam is facing; familiarity with VOICE operation in Southeast Asia; ability to identify and connect with other established nonprofits; knowledge of socio-political conditions at the community level; access to key stakeholders; and an understanding of the policy environments, particularly the U.S, and the EU.

The successful candidate will have strong operational experience and administrative acumen to make effective decisions regarding the future and growth of the organization. Ideally, the position will be based in the United States, with regular international travel; however, location is open to discussion.

The position reports to the Board of Directors. The Executive Director is responsible for operational and personnel management of VOICE international operations, with approximately 15 staff and 30 short-term and long-term interns and regular volunteers; fund development for and financial management of VOICE annual budget; long-range planning & strategic visioning.

POSITION RESPONSIBILITIES:

Leadership & Strategic Planning

- Provide leadership and work with Board, staff, volunteers, and affiliates to implement VOICE refugee resettlement program; and develop and expand VOICE's civil society initiatives in Vietnam and beyond;
- Lead the development of local, regional and international strategies, and take action to ensure implementation.

- Develop initiatives and collaborative partnerships that advance VOICE's goals across its areas of strategic focus.
- Assess progress toward goals, making strategy adjustments as necessary.
- Represent VOICE's strategy before stakeholders, cultivating leaders, and establishing additional VOICE affiliates.
- Work closely with grantors and grantees to elevate VOICE's profile among human rights defenders in Vietnam, civic leadership, and other key stakeholders.

Communication & Collaboration

- Develop and maintain effective relationships with VOICE affiliates and colleagues around the world; ensure that they are aware of, support and participate in VOICE's strategy and its implementation.
- Develop and maintain a productive network of professional relationships with key government, philanthropic, non-profit and community leaders, including those at senior levels.
- Improve awareness and visibility of VOICE's activities and achievements internally and externally; represent VOICE at key conferences and meetings, and drive the development of VOICE's projects for internal and external support.
- Communicate VOICE's strategy to multiple internal constituencies including its interns.
- Work closely with media relations and other partners to maximize coverage of and participation in events and projects.

Financial Planning and Management

- Work with the Board and staff to prepare annual organizational budget
- Work with the Board to secure adequate funding for the operation of the organization
- Provide the Board with comprehensive, regular financial reports
- Monitor and provide oversight to ensure timely and accurate reporting to funders.
- Oversee re-granting projects, including review of grant proposals for Board approval, ensuring adherence to project plan, reviewing impact reports, identifying challenges and troubleshooting as needed
- Ensure that the organization complies with regulations and legal requirements as stipulated by US Internal Revenue Services' 501(c)(3) codes.

Fund Development and Grant Management

- Participate in fundraising activities and events as appropriate
- Work closely with the Board, staff and VOICE affiliates to identify funding opportunities and leverage international grantor relationships.
- Report impact to grantors, affiliates, partners and other stakeholder, and help distill insights and lessons learned from VOICE's various programs in and outside of Vietnam.

Human Resources Planning and Management

- Recruit, hire, and manage an international team of (5) Program Directors and (up to 10) support staff, working in multiple offices in the US and Asia.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions.
- Prepare annual staff performance evaluations; and provide training, coaching and mentoring as necessary.

Qualifications:

- Bachelor's degree required; Master's degree in a relevant field preferred
- Minimum of 5-10 years of relevant work experience in policy/program development and implementation; demonstrated ability to think critically and strategically about program design and implementation

- Experienced in organizational leadership and management, including strategic development, community engagement, budget and financial management, human resources and operations.
- Familiarity, experience and commitment to advancing human rights
- Passion for VOICE’s mission; deep knowledge of and experience related to civil society development
- Experienced in grant-writing and grant-making and the non-profit sector; ability to fundraise and assess the leadership, track record, fiscal integrity and capacity of a nonprofit organization
- Creative, flexible and collaborative with an ability to work in a multi-cultural and team-oriented environment, with commitment to equal opportunities and non-discrimination
- Demonstrates a high degree of initiative; results-oriented, high level of attention to details and deadlines
- Familiarity with international laws and policies, as well as Vietnamese laws relating to human rights
- Outstanding written and oral communication skills in English; ability to represent VOICE in diverse forums and organizational relationships
- Command of Vietnamese language a plus
- Frequent travel, including internationally, is required

Salary: Competitive salary, negotiable based on qualifications, availability, ability to travel, country of employment and desired benefit package.

How to apply: email jobs@vietnamvoice.org, by deadline of midnight, December 31, 2018. with subject line: **VOICE ED Search; One (1)** PDF or Word Doc file/attachment, that includes all three (3) following items:

1. Cover letter, one page
2. Resume
3. At least three (3) professional references, listing:
 - name
 - title
 - relationship to applicant
 - country of work or residence
 - email address
 - phone number

Additional references may be requested for short-listed candidates. Only short-listed candidates will be contacted.