Asociacion BPD Position Description Executive Director

Summary: The Executive Director provides visionary leadership and management

for ABPD, a Guatemalan NGO which facilitates integrated community

development programs in the Department of Chimaltenango.

Reports to: Board of Directors of ABPD

Supervises: Senior staff, oversees all management of seven person staff

Location: Office in Chimaltenango, Guatemala; frequent travel to rural

highland communities in which ABPD is working.

About ABPD:

Asociacion BPD (ABPD), in partnership with rural communities, addresses community development and health needs. The organization is a continuation of effective work spanning more than four decades. It works closely with Behrhorst Partners for Development (www.behrhorst.org), a U.S.-based NGO which supplies much of its funding. Current work is focused on community development and health issues, including strengthening village infrastructure, local leadership, nutrition, education, economic sustainability, family planning, and related areas.

The Executive Director:

The E.D. provides leadership for ABPD, guiding a multicultural staff to implement quality community development services. She/he shapes the direction of the organization in concert with the ABPD Board of Directors to develop programs and funding. This requires developing and sustaining partnerships with local communities, governmental bodies, other NGOs, and the private sector.

Major Responsibilities include:

- 1. Providing leadership and management for staff, including overall supervision, annual performance reviews, implementation of administrative policies and procedures, staff development, and volunteer oversight.
- 2. Developing an annual work plan for approval by the Board, and implementing the plan, monitoring activities, and evaluating results.
- 3. Cultivation of donors, public relations with NGOs, funders and potential funders, tour groups, volunteers, and governmental agencies. The E.D. represents ABPD and serves as spokesperson and articulator of the ABPD vision to a variety of audiences, requiring communication in both Spanish and English.

4. Working closely with the Board of Directors with regular communication, strategic planning, budget development, and board meeting support.

Position Requirements:

A minimum of 5 years proven successful management experience in an NGO, demonstrable leadership skills, and a passion for serving the poor through community development. A bachelor's degree is required; masters preferred in public health, community development, or a related field. Fluency in Spanish and English and excellent communications skills.

Compensation:

Competitive Guatemalan compensation based on qualifications and experience.

A letter of application and a current resume or curriculum vita in Spanish and English may be submitted electronically to:

Susan Slater U.S Coordinator bpdguatemala@yahoo.com

Applications must by received by September 15, 2009