**Job Description**

***Chief Executive Officer***

Background:

The Global Livingston Institute (GLI) was founded in 2009 to approach international development differently. Instead of mission trips and service-learning programs, GLI’s goal is to create initiatives that allowed for students and community leaders from the United States and East Africa to engage on equal footing to better understand, develop and implement best practices in community development. Since 2009, GLI has steadily grown into an organization with a roughly $1.5 million-dollar annual operating budget. GLI engages hundreds of students each year in virtual and in-person programs in Uganda and Rwanda, coordinates a robust public health program in Uganda, and convenes communities across Uganda in grassroots local programs designed to improve the quality of life and other public health initiatives in underserved communities.

In 2023-2024, the organization is set to go through its first leadership transition at the CEO level as the founder of the organization steps down. Therefore, the GLI Board of Directors is looking for a dynamic, committed, and passionate individual to guide the organization through the transition, execute the current strategic plan and continue to evolve the organization to meet its mission, vision, and values. This person should be passionate about international development, community development, cross-cultural exchange, student learning, and the powerful potential of collaborative NGO work. They should also be willing to travel regularly in East Africa and the United States to advance the mission of the organization.

Overview of the Role:

This position reports to the Board of Directors of the GLI. The CEO is ultimately responsible for listening to the internal and external needs of the organization as it relates to both the team that is in place and the communities where we serve. This leader must think together with this team and the communities and act in a way that is consistent with the values, goals, and objectives of the organization. They are the steward of the GLI’s 2023-2025 strategic plan and will work to ensure that this document guides and informs the operations and investments of this organization while continuing to assess and develop future needs

This position assumes ultimate oversight and responsibility for the operations of GLI and supervises the operations managers in both the US and East Africa. The CEO works closely with the Board Chair and the Board of Directors, the Senior Management Team, the Finance Team, the Development Team, and the Global Classrooms Team to coordinate functions of both the day-to-day operations of GLI and to support the growth and development of the organization externally. This position focuses on ensuring that program and policy related initiatives truly represent a commitment to best practices in community development and are pushed out into the community in both the United States and East Africa and implemented with measurable goals objectives and outcomes.

The CEO works closely with the senior management team to provide ongoing staff support to the

organization, to support in budgeting and day-to-day operations. The CEO works closely with the Operations Team and the Development Team to grow the funding base of the organization to ensure that public, private and foundation resources are in place to support the short-term and long-term implementation of the strategic goals of the organization. True to the culture of the Global Livingston Institute, the CEO is expected to think differently and think big in cultivating a work environment that focuses on innovation and excellence in public health, global classrooms, and community development.

Specific Roles and Responsibilities for the CEO will include:

* Managing a Senior Management Team, including operations directors and program directors.
* Managing relationships with GLI’s individual donors, foundation partners, and program partners to ensure the financial stability and vitality of the organization.
* Communicating regularly with the GLI’s Board of Directors and East Africa Advisory Committee to ensure appropriate oversight of the organization.
* Leading all GLI board meetings and executive board meetings and working to ensure that GLI board committees are making progress on their OKRs as defined by our strategic plan.
* Building out and managing the annual budget with the finance team and program directors to present to the board of directors for approval.
* Managing the GLI’s operational budget alongside the finance team, operations directors, and program directors to ensure proper financial oversight and financial sustainability.
* Reviewing, modifying, and approving all monthly wire requests to be sent to East Africa for operations and programs.
* Providing high-level vision for all GLI programs consistent with the strategic plan.
* Reviewing and approving all matters of non-profit compliance in the US and Uganda.
* Reviewing and approving the organization’s insurance coverage annually.
* Seeking out and cultivating international collaborators with potential partners in the private sector, non-profit sector, government sector, and academia.
* Leading travel programs in East Africa for donors and potential high-value GLI partners.

Required Qualifications include:

* Candidate must have graduate degree, preferably in one of the following areas: Non-Profit Organization (NPO) Management, Business, International Relations, Interdisciplinary Policy, or Management.
* Candidate must display strong communication skills and be able to articulate program developments and company needs.
* Candidate must have significant experience in financial oversight and program budgeting.
* Candidate must have management experience and display ability to oversee programs and ensure a positive, collaborative and innovative team environment.
* Candidate must display passion for GLI mission and interest in program areas rooted through the lens of *listening*, *thinking*, and *acting*.
* Candidate should have experience in fundraising and a network of connections from public, private, and nonprofit sectors that could leverage resources and foster collaboration.
* Candidate must have experience managing cross-cultural communication and be able to build and further relationships with the GLI team and partner organizations in Uganda and Rwanda.
* Candidate should have experience building and driving programs or organizations to the next level of growth and development.
* Candidate should be able to communicate and operate both in person and virtual across multiple time zones.
* Candidate must have experience working with a board and engaging them to provide strong leadership to GLI.
* Candidate must be willing to travel to Denver or Uganda headquarters for work and be co-located on a need basis.

Preferred Qualifications include:

* Candidate has experience in developing and monitoring the organizational budget while ensuring the business plans are met.
* Candidate should have skills to assist in teaching and facilitating global classroom programs in person and virtually and understanding of secondary and higher education.
* Candidate has change management / organizational restructuring experience in anticipation of the possible organization restructure.
* Candidate has experience in cross-cultural organizations with a lens for DEI and a commitment to international and global engagement.
* Candidate has a strong desire and ability to travel to East Africa and get to know the local community
* Candidate has prior experience working in an NPO environment or has an understanding of NPO operations.

Compensation and Benefits:

* The salary range for this position is $85,000 to $120,000 based on experience and qualifications.
* Annual two-week sabbatical and unlimited PTO.
* Full benefits package including medical, dental, and vision.
* Extensive international travel opportunities.

To apply:

* Please submit a cover letter and resume or CV to the GLI team at [careers@globallivingston.org](mailto:careers@globallivingston.org).
* For additional information and inquiries please also contact [careers@globallivingston.org](mailto:careers@globallivingston.org).