



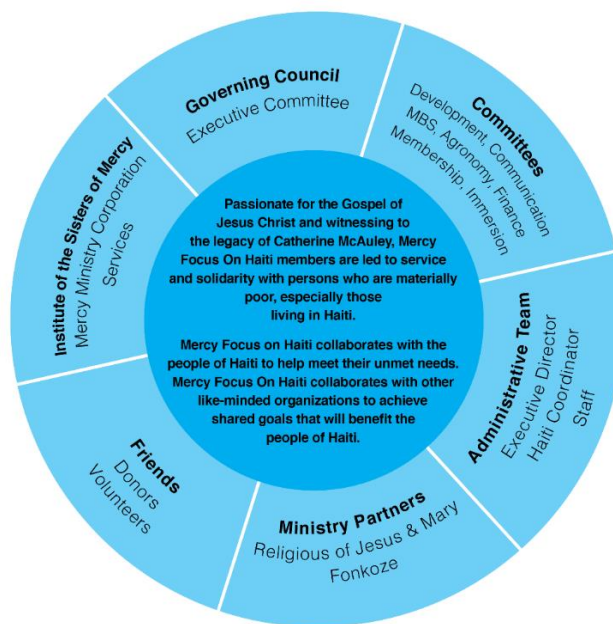
**Mercy Ministry Corporation
Job Description
Executive Director, Mercy Focus on Haiti (MFOH)**

Reports to: Director, Institute Office of Ministry
Department: Mercy Focus on Haiti
FLSA Status: Exempt
Date: 1/24/2023

Position Summary: The Executive Director (ED) will promote and enhance the mission of MFOH with guidance provided by the MFOH Governing Council and Executive Committee. The ED is appointed by the Mercy Ministry Corporation and reports operationally to the Chair of the MFOH Governing Council.

MFOH MISSION: *Passionate for the Gospel of Jesus Christ and witnessing to the legacy of Catherine McAuley, Mercy Focus on Haiti members are led to service and solidarity with persons who are materially poor, especially those living in Haiti. Mercy Focus on Haiti collaborates with the people of Haiti to help meet their unmet needs and with other like-minded organizations to achieve shared goals that will benefit the people of Haiti.*

PARTNERS: *MFOH believes in the power of collaboration with like-minded partners to achieve shared goals to benefit the people of Haiti. The interconnectedness of these relationships is illustrated in this Collaborative Circle:*



ESSENTIAL DUTIES AND RESPONSIBILITIES:

(1) Mission

- Collaborate with the Governing Council to foster the MFOH mission through programs and processes reflecting the spirit, values, tradition, and critical concerns of the Sisters of Mercy through responding to the needs of the people of Haiti.

(2) Relationships

- Develop and maintain strong relationships with the Institute of the Sisters of Mercy of the Americas, the leadership of the Religious of Jesus and Mary (RJMs), Fonkoze, and all other partners of MFOH.
- Explore new relationships and potential partners, cultivate new donors, and expand the MFOH network to advance the MFOH mission.
- Facilitate collaboration between and among MFOH Committees and the network of MFOH volunteers across the United States (US).
- Serve as an ex-officio member of the Executive Committee and Governing Council.
- Represent MFOH in external forums.

(3) Strategy and Planning

- Facilitate the MFOH annual and long-term/strategic planning processes to develop goals and objectives in collaboration with the MFOH Governing Council, Committees and task forces, and other Haitian partners.
- In collaboration with the Executive Committee, design the objectives and agenda for Governing Council meetings, including an annual in-person meeting with MFOH members to set direction and policies, and approve the budget for the upcoming fiscal year.
- Collaborate with the Sisters of Mercy Ministry Office.
- Facilitate the development of Memoranda of Understanding/Agreement between MFOH and its Haitian and US partners as needed.

(4) Monitoring and Evaluation

- In collaboration with the Executive Committee, Governing Council, in-country coordinator, and Committee Chairs, monitor and evaluate the progress of activities to ensure the achievement of MFOH goals and objectives.
- Travel to Gros Morne, Haiti, as feasible, for collaboration and relationship building with Haiti partners and first-hand evaluation of programs supported by MFOH.
- Promote effective communication methods (e.g., Zoom) to enable continual dialogue and cooperation between US volunteers and Haiti-based partners, especially when travel is not feasible.
- In collaboration with the MFOH Treasurer and Finance Committee, oversee the monthly income and expenses of MFOH, and submit a quarterly report of MFOH income and expenses to the Executive Committee.

- Remain attentive to events in Haiti and dialogue with pertinent MFOH members and Haiti partners regarding challenges that may impact program execution or cost.
- Assist in the facilitation of visits to Haiti, when feasible, by MFOH members, immersion groups, service missions, and donors. Where appropriate, explore and promote alternatives to in-country travel in support of the MFOH mission.
- Submit an annual report to Governing Council members in advance of the in-person meeting. The report should include progress on goals of the previous year, accountability regarding the mission of MFOH, and discussion of significant issues and events.

(5) Management

- Participate in the creation, review, execution, and oversight of MFOH development initiatives.
- Participate in MFOH Committee meetings and provide guidance to Committee Chairs, as needed.
- Monitor progress toward annual goals of MFOH Committees and of the MFOH Strategic Plan.
- Collaborate with MFOH Committees, the RJMs, and Haitian partners to develop annual sustainable plans for MFOH-assisted projects and programs, as feasible.
- Guide and prioritize the work of the MFOH administrative support team.

QUALIFICATIONS:

Education and Experience

- Bachelor's degree with at least 5 years of executive-level administration.
- Experience managing an organization with a presence in other countries. (desired)
- Experience working with and in other countries, particularly developing nations, and a willingness to travel (highly desired), or experience working with inter-cultural groups.
- Experience working for/with religious communities, faith-based or mission-driven organizations.
- Previous service in non-profit sector leadership positions, working with boards and committees.

Competencies

- Passion for the mission and values of the Sisters of Mercy and MFOH.
- Sensitivity to the cultural heritage, practices, and norms of the people of Haiti.
- Commitment to servant leadership, and an empowerment approach to service and solidarity.
- Commitment to collaborative leadership.
- Personal integrity and commitment to ethical principles.
- Excellent communication, public relations, and development skills.
- Excellent administrative and team building skills.

- Financially literate, with a solid knowledge of finances and budget applications.
- Expertise and creativity in strategic planning and problem solving.
- Technologically sophisticated, with proficiency in internet-based meeting platforms, collaboration tools, Google drive, and applications such as Microsoft Word and Excel.
- Self-starter, with an ability to think and plan strategically.
- Inspiring and authentic, with a commitment to nurture a sense of volunteerism and to engage Governing Council and Committee members in the work of the organization.
- Multilingual skills, particularly with French/Haitian Creole languages (desired).

The Executive Director role is a full-time, exempt position. Salary is commensurate with relevant experience. The work is principally accomplished remotely. In addition, there is an expectation of travel, including to Haiti when conditions allow.

Candidates should include a resume and cover letter that describes how their qualifications and experience match the needs and mission of MFOH.

Qualified candidates may send resume and cover letter by April 1, 2023, to:
MFOHadmin@sistersofmercy.org.