



**JOB OPPORTUNITY**  
**SENIOR EXECUTIVE**  
**Posting #2017-25**  
**Posting Date: 8/30/2017**  
**Closing Date: Open until filled**

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**POSITION:** Senior Executive  
Full time (40 hours/week), exempt position

**DEPARTMENT:** Africa and Haiti Programs

**LOCATION:** Eugene, Oregon

**SALARY RANGE:** \$73,469/Year - \$102,857/Year

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**ORGANIZATION SUMMARY:**

Holt International Children's Services develops and maintains programs overseas that annually serves over 100,000 orphaned, abandoned and vulnerable children in 13 countries. Holt International addresses the root causes of child homelessness by working directly with children and families around the world, focusing on developing and delivering programs based on three pillars of service: family strengthening, world-class orphan care and adoption services.

**HOLT'S MISSION STATEMENT:**

Holt International is a Christian organization committed to expressing God's compassion for children. While always upholding the highest ethical standards, we:

- Find and support permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family
- Provide services to ensure that children will grow and develop to their fullest potential
- Lead the global community in advocating on behalf of the world's most vulnerable children

**HOLT'S CORE VALUES -AT HOLT, WE:**

- Are passionate and committed to our mission
- Conduct our work in an ethical manner
- Provide the highest quality services
- Respect the dignity of all children, families and adults we serve
- Value and respect diversity
- Serve with prudent stewardship
- Value and promote a positive team spirit

## **DEPARTMENT SUMMARY:**

The Africa & Haiti Program carries out child welfare, family preservation and family strengthening programs in Ethiopia, Ghana, Haiti and Uganda; as well as intercountry adoption services in Ethiopia and Haiti. The department serves more than 3,500 children with family strengthening services and approximately 25 children are placed with international adoptive families each year. Managed by U.S. and in-country staff, these programs and services are carried out in close cooperation with partner agencies, orphanages and other child service providers, government child welfare agencies, local and regional officials, funding agencies, and others. The program continuously evaluates opportunities to expand or deepen program services, while maintaining high standards of quality and transparency for sustainable development and child welfare impact.

## **POSITION SUMMARY:**

The Senior Executive of Africa & Haiti Programs is an innovative and visionary leader responsible for developing, evaluating and growing high impact programs that create permanent, secure and loving families for the region's orphaned and vulnerable children (OVC).

Based on a deep understanding and respect for the culture of the region, the Senior Executive integrates the unique needs of the assigned regions to develop the appropriate long term programming that strengthens families and opportunities for OVCs. The Senior Executive has supervisory responsibility for the regional team and total budget, and is accountable for maximizing program quality and impact and supporting planned growth and new initiatives.

The Senior Executive develops and maintains strong relationships with country officials and country national staff to keep abreast of evolving trends and develops the policies and skill sets needed to build program capacity. The Senior Executive assesses the ongoing needs of the children Holt serves and provides technical support and guidance to staff, partners and government officials to implement programs that successfully address those needs.

The Senior Executive builds program capacity by collaborating inter-departmentally to share knowledge and assure the availability of resources for programs.

## **ESSENTIAL JOB FUNCTIONS:**

- 1. Works with the Senior Vice President or President** to implement vision and strategic priorities that ensure growth in programs and services for OVC.
- 2. Provides leadership** and strategic oversight of regional programs and operations in order to maximize their impact and effectiveness.
- 3. Responsible for leading and developing** a high-performing regional team, knowledgeable about current strategies, opportunities and expected outcomes. Communicates a clear vision of present and future program goals and strategies to team members and stakeholders that translate into concrete programs and work plans.
- 4. Recruits, manages and motivates** an efficient, geographically distributed team and ensures that the right people and infrastructure are in place to support planned growth and new initiatives. Trains staff, sets clear expectations, delegates responsibility as appropriate, and requires accountability from staff within the department. Carries out annual performance evaluation of staff timely, addressing performance issues promptly.

5. **Designs, implements and monitors programs** to assure qualitative and quantitative achievements of objectives and to maximum utilization of resources on behalf of children served. Responsible for delivering timely, accurate reporting as required.
6. **Stays abreast of country/regional child welfare** needs and trends, develops and implements creative solutions to anticipated challenges and opportunities.
7. **Represents Holt International** with government officials and overseas alliances, advocates for country laws and policies that provide stability and opportunity for vulnerable children and providing technical support as needed.
8. **Demonstrates and fosters** an adaptable, high performing culture based on intra and inter departmental collaboration, shares knowledge, transparent communication and accountability and is committed to the highest ethical standards in programs and services to the children and constituents Holt serves.
9. Other duties and projects as assigned.

#### **KEY COMPETENCIES:**

- Strong commitment to Holt's vision, mission and core values
- Strategic thinker; aligns short term actions with long-term organizational vision and strategy
- Ability to manage change, supporting adjustment to new methods and opportunities.
- Thrives in an uncertain environment
- Analyzes complex information to identify trends and concepts; ability to identify root issues and potential solutions
- Builds trust; demonstrates consistency between words and actions and follows through on commitments
- Displays cultural and emotional understanding and has ability to build trusting connection with people
- Maintains composure under stress
- Dynamic individual with ability to define and communicate a compelling vision with specific, tangible and measurable benefits
- Decisive; conveys a clear sense of direction and purpose; communicates clearly
- Displays ethical behavior
- Ability to keep things on track; addresses obstacles causing delays and proactively avoids potential problems
- Ability to prioritize Holt's overall organizational objectives

**KNOWLEDGE (MINIMUM REQUIREMENTS):** Bachelor's Degree in a relevant field such as social science, management or international development. Master's Degree in a related field preferred. Must have 5-7 years' management experience at an international organization working in the areas of child welfare, adoption and/or child protection. Success in formulating strategic direction within an international development and/or child welfare context and has success building program capacity by managing a talented and diverse, geographically-distributed staff. Proven experience with funding agencies and international organizations, and skills in external relations and advocacy. Current international work and understanding of opportunities and evolving roles of international

Non-Governmental Organizations (NGOs). Demonstrated success in implementing change management, decision-making & development skills. Planning, budgeting and financial management experience and skills. Strong communication, teamwork and collaboration skills. Ability to travel internationally up to 25%.

**INFORMATION PROCESSING:** Identifies and analyzes information and problems, applies the findings to problem solving and spotting trends leading to the development of new or modified strategies to further Holt's mission. As a department head, listens to and addresses employee questions and concerns in an appropriate manner.

**DECISION MAKING:** Develops annual and long range goals and objectives, policies, and budgets for the Program and Services Department to be approved by the Senior Vice President, President & CEO and Board. Once goals, objectives, budgets, and policies are approved, makes decisions for the department within the approved guidelines. Consults with Senior Vice President and/or other members of the Leadership Group when making decisions impacting other departments. Is empowered by the Senior Vice President to make all case-related decisions except those which, in the judgment of the Vice President of Adoption Services (VPAS), involve adoption-related social service activities that require the application of clinical skills and judgment and/or may have legal liability for the agency, or which involve fee waivers. The VPAS will provide supervision and guidance on all adoption-related social service activities that require the application of clinical skills and judgment. In cases of possible legal liability, the VPAS will either recommend to or consult with the Senior Vice President and/or President & CEO to determine the approved course of action. In the case of fee waivers, the VPAS will make a recommendation to the Vice President of Finance and Administration for review and approval.

**INTERPERSONAL COMMUNICATION:** Clearly presents issues concerning the Africa & Haiti Programs to the Senior Vice President and/or other members of the Leadership Group in a timely manner. Clarifies policies, regulations, objectives, and other issues concerning the department to employees at individual levels of understanding. Is a team player and committed to providing quality service. Is sensitive to cross-cultural issues and organizational behavioral norms and values.

**IMPACT OF RESULTS:** Inability to provide quality professional services to children and families may result in emotional, and in some cases physical harm to children and families, and could result in legal action which could jeopardize the agency's existence. Inability to meet certain objectives will jeopardize achievement of key positions in strategic plan and could place the agency in financial difficulty.

**CONFIDENTIAL AND SENSITIVE INFORMATION:** Has access to family files of the most sensitive nature, personnel files and salary information, and most other confidential and sensitive information of the agency except that specifically limited by the President & CEO.

**DESCRIBE CONTROLS:** Reports to and is evaluated by the Senior Vice President.

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**APPLICATION PROCEDURE:**

To ensure consideration, please submit the following application materials:

1. Job Application <http://www.holtinternational.org/employment/jobapplication.shtml>

2. Cover letter in which you clearly describe how your knowledge, skills and abilities prepare you for the job responsibilities and requirements outlined in the job posting.
3. Current resume which includes educational and professional work experience. Educational experience must include type of degree and education experience and where obtained. **Work experience must include employer name, dates of employment (month and year), position held/title and a description of duties, if position was full time or part time, and reason for leaving employer(s).**

Go to [www.holtinternational.org/employment/](http://www.holtinternational.org/employment/) to locate the job application and the instructions on how to submit the application materials for this job posting.

#### **SELECTION PROCESS:**

A Holt application, cover letter, and any supplemental materials (if requested in the job posting), will be used to select the top candidate(s). Those selected for further consideration will be invited to an interview. Prior to hiring, candidate(s) will be required to complete a pre-employment criminal history background check, motor vehicle record check, and child abuse clearance check. A credit check may be done if applicable for the position. The candidate(s) must pass the background check process in order to continue in the hiring process.

***Please note that for the Senior Executive position a credit check will be conducted and must be passed prior to being hired for this position.***

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Holt International Children's Services  
[www.holtinternational.org](http://www.holtinternational.org)