

Executive Director Job Description Hampton Roads Refugee Relief, Inc. (HR3)

Mission

HR3's mission is to build strong, more inclusive communities on the Peninsula and throughout Hampton Roads by assisting refugees resettling in Hampton Roads to become independent contributing members of the community. Building on our core values of kindness, integrity, appreciation, and responsibility, HR3 seeks to assist refugees and their families in feeling welcomed in their community and new homeland.

The Position Now

The Executive Director is the Chief Executive Officer of Hampton Roads Refugee Relief, Inc, and reports to the Board of Directors. We are seeking an experienced and results-driven individual. The Executive Director will play a critical role in leading our organization's fundraising efforts, ensuring financial sustainability, and advancing our mission.

The tasks detailed below are a non-exhaustive list.

Upon starting in the position, the Executive Director will:

- Foster Relationships with Refugee Families
 - Serve as HR3's main point of contact with refugees seeking assistance, volunteers, donors, and the Board of Directors.
 - Coordinate getting donations, including household goods, hygiene products, school supplies, and more, from donors to refugee family clients.
 - Engage with members of the refugee community to ensure their voices are heard, and their needs are addressed.
- Foster and Maintain Relationships with Volunteers and Other Stakeholders
 - Establish and maintain relationships with various regional organizations and utilize those relationships to enhance HR3's mission strategically.
 - Report to and work closely with the Board of Directors in developing and approving policy decisions, fundraising, and increasing the overall visibility of the organization throughout the region.
 - Supervise volunteers, especially Volunteer Coordinator and Donation Coordinator.
 - Oversee marketing and other communication efforts.
- Manage the Organization's Budget and Operations
 - Develop and monitor the annual budget and ensure adequate funds are available to permit the organization to carry out its work.
 - Establish employment and administrative policies and procedures for the operations of the organization.
 - Review and recommend contracts for the organization.

An ideal candidate must have:

- Bachelor's degree
- At least four years of management experience
- Solid financial management skills (budget preparation, analysis, and reporting)
- Strong organizational abilities including planning, delegating, program development, and monitoring established performance metrics
- Ability to convey a vision of the organization's strategic future to staff, board, and donors
- Excellent interpersonal and communication skills: the ability to communicate effectively and diplomatically with donors, volunteers, partner agencies, government officials, multicultural clients, and colleagues on all levels
- Serve as a passionate advocate for refugees, representing the organization's interests to government bodies, media outlets, and other relevant forums
- Excellent oral and written communication skills in English
- Proficiency in Microsoft Office applications and Google Suite
- Adapt to changing circumstances
- Ability to work non-traditional hours, including weeknights and weekends, as necessary

An ideal candidate may also have:

- Professional proficiency or fluency in a foreign language (i.e., Arabic, Dari, Farsi, French, Pashto, Russian, Spanish, or Ukrainian)
- Excellent public speaking skills, including experience giving presentations to diverse audiences
- Experience in grant writing and proposal development

The position is part-time; 25 hours a week, at a rate of \$25/hour.