

## **Executive Vice President (EVP)**

The International Institute of Rural Reconstruction (IIRR) is a 501(c) (3) nonprofit development organization incorporated in the USA in 1960. Its global Head Quarters is in the Philippines, with development programs in Southeast Asia and Eastern Africa with operational regional HQs in the Philippines and Nairobi, Kenya. The mission of IIRR is to enable communities and those who work with them to develop innovative and practical solutions to end poverty. Ultimately we like to see a world of equity, justice and peace where people achieve their full potential and live a life of quality and dignity in harmony with the environment. To attain program and organizational goals, we aim to increase our annual revenue from \$7.1 million in 2016 to \$12.5 million by the year 2020. For more information, please visit [www.iirr.org](http://www.iirr.org).

### **Position Description**

The EVP will spearhead organizational and strategic development efforts globally and in Asia to contribute to the continued growth of IIRR. The EVP will have the opportunity to develop systems and provide strategic leadership and management necessary to ensure that IIRR has the proper operational controls, administrative and reporting procedures and people systems in place to effectively grow the organization and to ensure financial strength and operating efficiency. The EVP will report to the president and work closely with the board of trustees and senior management team in both regions. The EVP will concurrently assume the position of Asia director and act as president in the event of the absence or incapacity of the president. The EVP will be posted in the IIRR headquarters in Philippines with periodic visits to the US and Africa.

### **Responsibilities**

Globally and in Asia the EVP will:

- lead systems improvement and effective management of IIRR programs
- under the leadership of the President, ensure that organizational policies and management procedures are globally adhered to and new policies and procedures developed as needed.
- assist the president in overseeing US office, regional and country directors in resources mobilization while coordinating the development and tracking of all fundraising efforts across the organization
- ensure that IIRR has an effective and functioning global MIS, monitoring, evaluation and reporting system at the project, program, and organizational level and standardize quality implementation of programs and projects.
- develop Human Resources System and maintain healthy work environment which support senior staff; this includes staff skills identification, training, mentorship, motivation and succession.

- establish performance goals for each operating unit in line with overall organizational strategy and continuously assess and monitor that these goals are met
- evaluate the performance of senior staff to ensure that organizational requirements are met and provide feedback and mentorship
- ensure that IIRR's global financial systems are continuously improved and have sufficient checks and balances, including standard audits, internal controls and timely and accurate reporting
- grow and develop Asia program in line with IIRR global strategy 2020

## **Qualifications**

- minimum of 10 years of excellent leadership and outstanding result based management experience in a comparable organization
- successful experience in setting up and operationalizing systems and procedures, in monitoring and evaluation, financial and human resources
- proven track record in fundraising and partnership development for organizations similar to IIRR
- excellent team working and communication skills (writing and speaking)
- good knowledge and experience in development globally and in Asia and Africa in particular

Interested applicants may send their application and resume with 3 references to [evp.search@iirr.org](mailto:evp.search@iirr.org)