

JOB POSTING – JUNE 2010
International Princess Project
Executive Director



About IPP

International Princess Project advocates for women enslaved in prostitution, helping them restore their lives and empowering them to live free. Through various initiatives, International Princess Project both helps partner organizations increase capacity and provides direct support for women in need.

International Princess™ Project currently implements two initiatives working towards the vision of restoring hope and dignity to women formerly enslaved in prostitution. The PUNJAMMIES™ initiative creates a self-sustaining enterprise, which provides needed job training for women, resources for their healing and restoration. The Advocacy initiative raises awareness in the United States of the problem of forced prostitution and human trafficking around the world and helps mobilize people to take action.

About the executive director

The Executive Director works in partnership with the Board of Directors and the staff to provide leadership, vision, and direction for IPP and to develop organizational strategy. The Executive Director implements policies approved by the board, manages the organization's programs and operations, and represents the organization in the community.

About the position

This position is a full-time, 40 hours/week, permanent position with full benefits starting as soon as the right person is found. The Executive Director is accountable to the IPP Board of Directors; the primary contact will be with the Chairman of the Board. The ED reports to the board of directors monthly in accordance with the measurable benchmark goals that the ED has developed in partnership with the Board.

If you are interested in applying for the position, please do the following:

1. Review the attached job description in detail, ensuring you meet the minimum qualifications.
2. Submit a COVER LETTER and RESUME to info@intlprincess.org.

International Princess Project (IPP) Position Profile

Executive Director

Key Relationships: IPP Board, IPP Staff, Partner Organizations and Suppliers, Volunteers and Local Community Partners

KEY RESPONSIBILITIES

Organizational Leadership & Management

- Oversee the development, implementation and evaluation of programs and services that support the mission, vision, values and goals of IPP.
- Leading the staff and board in developing a realistic annual budget and making financial decisions consistent with the budget as approved by the board.
- Developing strategic plans in line with the vision and mission approved by the board.
- Providing regular, timely internal financial statements to the board of directors that compare performance to budget and to the previous year or other benchmark.
- Participation on the Board of Directors, bringing updates and concerns to meetings and contributing to conversations as needed.
- Ensure that IPP operates in compliance with all local, state and federal legal requirements
- Hiring and managing the staff, including the implementation and ongoing revisions of personnel policies approved by the board and managing the staff performance review process.
- Developing a staffing structure that supports the efficient delivery of programs and services, accomplishment of major goals and effective overall management.
- Embody the IPP culture in work and interactions with staff, volunteers and outside organizations.
- Recruit and work directly with volunteers that are carrying out IPP efforts.

Fundraising & Exposure

- Leading fundraising efforts, developing fundraising plans and policies approved by the board.
- Personally cultivating and soliciting donors, oversee grant applications and the board's involvement in fundraising.
- Representing IPP by participating in the community in key associations and organizations, media outlets, networking with anti-trafficking groups and speaking in public settings.

Partnerships & PUNJAMMIE Initiative

- Develop Strategic International Partnerships including traveling, communicating and researching future partnerships.
- Maintaining arrangements and agreements with partners and troubleshooting issues as they arise.
- Work with Business Manager to ensure production and sales goals are realistic, measurable and obtainable and marketing efforts are in place.

REQUIREMENTS

- Bachelor's degree in business, international business, or other related field (Graduate degree preferred)
- Experience in organizational leadership and management – proven track record of positive, effective leadership and relationships
- Entrepreneurial spirit and ability
- Financial acumen: budgeting, accounting and reporting
- Excellent communication skills both orally and in writing
- Ability to navigate complex relationships

Applicants may submit a resume and letter of interest to info@intlprincess.org