



## **EXECUTIVE DIRECTOR**

Contribute your leadership experience, passion for making a difference, and enthusiasm for supporting a vital mission as the next Executive Director of Global Student Embassy.

Global Student Embassy (GSE) is a non-profit whose mission is to develop community leaders through action-oriented environmental education. We envision environmentally conscious leaders, skilled at taking action, and addressing local and global challenges. We do this by utilizing an educational model that integrates academic enrichment, cross-cultural collaboration and sustainable community development, as well as community-based eco-action programs and international exchange programs. We collaborate with partners in Ecuador and Nicaragua.

Based in the Bay Area, GSE has grown significantly and is positioned to achieve its next level of success. Learn more about us at [GlobalStudentEmbassy.org](http://GlobalStudentEmbassy.org)

With GSE Board of Directors' guidance, in this wide-ranging role you will implement the strategic goals and objectives of GSE and provide overall management and leadership necessary for Global Student Embassy to achieve its mission. As chief spokesperson and key contact for all external communications, you will seek opportunities to publicize GSE's work, represent Global Student Embassy at community events and in various public relations efforts, including media and government. You will establish good working relationships and collaborative arrangements with schools, community organizations and partners, and effectively manage stakeholder relationships.

The Executive Director is responsible for all financial and human resources management, development and administration of policies and procedures. As Executive Director you will oversee GSE fee-for-service programs (representing the majority of GSE's budget) including overseas trips and travel arrangements, grants and donor contributions in order to support ongoing programmatic, operational, and capital needs. The ED directly manages US and international program development, planning, implementation and evaluation.

GSE Staff direction is a significant critical component of your work. You will collaborate continually with them, while monitoring and providing feedback on their performance, creating opportunities for professional growth and making sure GSE practices are legally compliant.

To be successful in this role, you will need to communicate and collaborate with the Board of Directors on all aspects of managing GSE. You will participate with the Board in producing, implementing, monitoring and evaluating the multi-year strategic plan, and one-year action plan to guide the organization. Working with staff and the Board, the ED maintains systems of accountability and key performance indicators, leads all aspects of revenue generation, financial planning and management and fund development, while following sound bookkeeping and accounting procedures and closely monitoring approved budget.

**To be considered:**



- Bachelor's degree in a relevant field, or equivalent combination of education and experience
- A track record of success in generating revenue
- Experience in the areas of major gift solicitation, annual campaigns, planned giving, special events, grants, marketing strategies
- Experience in effective staff, financial, and project/program management
- Demonstrated experience in developing and executing strategic business plans
- Fiduciary experience with budget, investment, and profit/loss oversight
- Leadership and management experience
- Excellent written and verbal skills, including public presentations
- Strong capability for using information technology
- Preference will be given to candidates with:

Spanish language skills

Experience and/or knowledge in international development priorities and trends, and environmental education

Experience working with both secondary and higher educational institutions and students

Experience with managing a culturally and geographically diverse organization

- You must be able to travel locally, domestically and internationally.

Visa sponsorship is not available for this position.

### **How to Apply:**

To apply, submit a resume or link to a professional profile along with your cover correspondence to [gshrrcruiting@gmail.com](mailto:gshrrcruiting@gmail.com).