

# Executive Director

Position Profile

Location: Remote within continental USA

## Introduction to Healing Art Missions

The vision of Healing Art Missions is for every Haitian to have access to the fundamental human rights of healthcare, education, employment, and clean drinking water. With successful programs in three rural Haitian communities, Healing Art Missions has a direct and positive impact on the health and wellbeing of thousands of Haitians.

Founded in 1998, Healing Art Missions, a secular non-governmental humanitarian organization, has developed a proven model to offer hope for the country's future: a respectful, long-term collaboration with its Haitian partners. Haitian staff are the backbone of Healing Art Missions' operations. Thanks to generous donor support, Healing Art Missions funds community-operated programs in the Haitian communities of Dumay, Demier, and Port-de-Paix.



- The flagship program is a community health clinic opened in 2000 to serve the population of Dumay, a subsistence farming community east of Port-au-Prince with a population of about 20,000. The clinic includes an operating room, pharmacy, and laboratory. Along with routine health care, it offers a Safe Birthing program and a monthly eye clinic. When travel is safe enough, the clinic hosts medical mission volunteers from the U.S. to supplement the Haitian doctors and to bring additional medical expertise to the clinic. Volunteers also contribute to non-medical initiatives such as solar panel installation and clean water projects.



- Healing Art Missions operates two clean water projects in Haiti to ensure affordable access to safe water. Water technicians employed by Healing Art Missions maintain simple, reliable water treatment systems installed in 1,600 homes in the Dumay area, and 100 homes in Demier.
- Since 2010, Healing Art Missions has supported the Charles Salomon Primary School in Port-de-Paix, on Haiti's north coast. A staff of 23 teachers supervise over 300 students from preschool through ninth grade. An adult literacy program requested by parents—so they could better support their children—serves over 25 adults.
- Healing Art Missions also supports several other initiatives, including funding a social and criminal justice organization in Croix-des-Bouquet focused on community safety, and providing health and clean water services in the remote, mountaintop community of Demier.

## The Opportunity

*A labor of love by its founder and core volunteers for over two decades, Healing Art Missions is in a strong financial position and is seeking its first Executive Director to sustain and advance its mission of hope.*

The role of the administrative team in the U.S. is to secure the resources needed by Healing Art Missions' Haitian staff to fulfill the organization's mission. The incoming Executive Director will be an advocate, spokesperson, fundraiser, and partner with Healing Art Missions' Haitian staff, particularly Dr. Jean Fritz Jacques, who leads the Dumay Primary Care Clinic.

The incoming Executive Director will be based in the U.S. and will work collaboratively with staff in Haiti and with partner organizations, government agencies, volunteers, and others to advance the vision of Healing Art Missions. This multifaceted role, the first paid U.S. staff position in Healing Art Missions' history, is a terrific opportunity to build an organization with the support of passionate founders and a strong nucleus of board members. As U.S. operations lead, you will have a direct positive impact on the lives of Haitians and their communities. As a spokesperson, you will also play an important role as an advocate for Haitians, championing their fundamental human rights and ensuring they are not forgotten by their global neighbors. As a fundraiser, you will represent the organization and its Haitian partners, share the impact of Healing Art Missions' work, and secure funding to sustain and advance the range of projects in Haiti. As an ambassador, you will help bring medical missions to Haiti and foster an exchange of skills and knowledge that benefits all participants.



## About the Position

### Key Position Functions

**Fundraising and Development** – Leads organization's fundraising and development initiatives, including: donor relations and stewardship; donor communication; donor cultivation and solicitation; grant research, application, measurement, and reporting; donor/gift record database maintenance. Determines fundraising strategy and engages the board and volunteers to increase revenue to achieve the mission.

**Board Relations** – Develops and maintains effective board relations and board development. Provides staff leadership to board members. Coordinates board meetings and provides ongoing financial, fundraising, and programmatic support and reporting to the board. Engages board members to support the organization's mission and implements board policy decisions. Ensures board documents and records are maintained and accurate.

**Financial and Operations Management** – Oversees budgeting process and monitors budget and financial records to ensure integrity and compliance. Manages banking and money transfers. Provides financial and administrative management to ensure organization's operations are legally compliant. Oversees vendors, as needed.

**Communications and Advocacy** – Oversees organization's communications, public relations, outreach, and advocacy. Actively promotes the organization's mission. Speaks and presents to civic organizations,



faith communities, and other groups and individuals to promote and solicit support for the mission. Leads organization's digital and print communications.

**Program Management** – Maintains strong relations with Haitian leadership to ensure viability and impact of the organization's programs. Travels to Haiti to support program efforts (when safe and country conditions permit travel). Supports supply procurement and shipping, as needed. Supports orders and shipments to Haiti, U.S., and international nonprofits.

## Position Competencies

Ensures accountability	Integrity
Manages ambiguity	Interpersonal savvy
Collaborates	Build networks
Communicates effectively	Resourcefulness
Courage	Self-awareness
Values differences	Situational adaptability
Financial acumen	Strategic mindset
Global perspective	Drives vision and purpose

## Qualifications

### Required

- Ten or more years nonprofit experience in progressively responsible leadership positions
- Demonstrated fundraising success
- Financial management experience
- Resides in the continental United States
- Ability to travel to Haiti when safe and country permissions allow travel
- Proficiency with Microsoft Office products

### Desired

- Experience/heritage with Haiti
- Experience working in a developing country
- Ability to speak French and/or Creole
- Medical, healthcare, public health background
- Experience with Salesforce and QuickBooks

## Application Process

Benefactor Group is pleased to be assisting Healing Art Missions with this executive search. Applications will be reviewed as they are received. All applications are considered highly confidential. To be considered for this position, please send a cover letter and resume to:

**Benefactor Group Recruitment Team**

[HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

<http://www.benefactorgroup.com>

To learn more about Healing Art Missions, visit: <https://healingartmissions.org>