



JOB DESCRIPTION – 2017

Harvest India USA :: Executive Director

Primary Purpose of Position:

Work in partnership with the Board of Directors and Staff to provide leadership, organizational strategy and vision for the organization. Implement policies approved by the Board & President, while managing the organization's operations in the USA and at times globally.

Specific Responsibilities:

- Lead HI Staff - Hire and manage staff, work together to accomplish goals set by the Board/Team
- Lead Organizational Strategies and Evaluation - Develop and implement strong annual initiatives and goals, Develop evaluation plans and accountability
- Lead all Fundraising Efforts - Develop/implement Development Plan, Engage Board of Directors in fundraising, Cultivate and solicit new donors, Deepen donor relations
- Lead Communication Strategy between India & USA including travel to India and working closely with the President when he is in the USA
- Lead Financial Reporting - Develop Annual Operating Budget, Work closely with Accountant/ Controller, Monthly reports to Suresh & Harvest India USA Board of Directors, Ensure organization in complying with all local, state, and federal requirements
- Work Alongside Harvest India USA Board of Directors
- Work closely and in accountability with Dr. Suresh Kumar, President of Harvest India to clarify communication/vision/plans
- Travel within the USA to meet and develop partners, and to India at least 2 times per year

Qualifications:

- Bachelors Degree
- 5+ Years in Non-profit work, 3+ Years of Fundraising and/or Sales Experience
- International Travel with Business or Ministry Experience
- Experience in leading a team of 5 or more
- Strong Communication & Discretionary Skills
- Basic Accounting and Financial Understanding
- Self-Starter needing little supervision
- Disciplined and Efficient
- Humble and Collaborative

Harvest India Requirements

- Adherence to all leadership and employee guidelines as outlined in the Employee Handbook
- Deep devotion to God and love for His Word and Work
- Committed to the Vision, Mission, and Values of Harvest India
- Theologically, doctrinally and missionally aligned with Harvest India on important matters
- Subject to Background Check

About Harvest India USA

HI USA exists as a separate organization from Harvest India with a US 501c3 designation and a US based board of directors. HI USA is an auxiliary to Harvest India created in 2005 to support, enhance and increase the ministry happening in India for over 50 years and the vision: *To Carry Christ's Compassion to every village in India.*

Supervisor: Harvest India Board of Directors

Position: Full Time Salary, 40+ hours

Contact/Inquiries: Laura Roebuck, Board Vice-Chair - laura@roebuckmedia.com

NOTE: This job description is not exhaustive. Employee may perform other related duties as negotiated to meet the ongoing needs of Harvest India USA.