



Turkmenistan Youth and Civic Values Foundation

Executive Director Position

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Send cover letter and resume to: jobs@tycvf.org no later than July 15, 2010.

Our Mission: The Turkmenistan Youth and Civic Values Foundation is a 501(c)(3) non-profit dedicated to developing and encouraging civic values, international experience, and community engagement in the peoples of Turkmenistan.

Summary of Role:

The Executive Director is the Board of Director's delegate, responsible for overseeing and managing the Foundation's day-to-day activities. The Executive Director responsible for coordinating with all of the Foundation's offices (the Board, the Executive Committee, the Development Group, the Program Managers, other administrative positions) and the Foundation's volunteer staff. The Executive Director is a full-time, paid staff member.

Salary:

Expected: \$30,000 + expenses

Salary could be increased based on ability to find institutional funding. (If you find an organization that will fund you, your salary can increase in part on this subject to Board approval of the grant.)

Expected breakdown in funding:

- \$2,000/month for 6 months at Foundation office in Central Asia (flight to/from included, some expenses included)
- \$3,000/month for 6 months at home office in the U.S. (some expenses included)

Benefits:

- Four weeks personal time
- Emergency health care
- Travel and expenses in Central Asia
- FLEX time/work from home
- Large network of volunteers to count on

Timing: July 15, 2010 to July 15, 2011.

Location: The Foundation would provide an office in Bishkek, Kyrgyz Republic; you would need to work from your home office in the U.S.

Detailed Description of Duties:

- 1) To the Board of Directors:
 - a. Arrange for (set up the teleconference) and attend twice-yearly Board meetings.
 - b. Present the annual budget and annual report.
 - c. Present Quarterly Reports.
- 2) To the Board of Advisors:
 - a. Develop the Board of Advisors by selecting individuals who can promote the Foundation's activities and can be sources of information and fundraising.
- 3) To the Exec Com:
 - a. Attend and lead monthly/semi-monthly Exec Com meetings; take minutes and publish minutes unless otherwise delegated.
 - b. Timely develop and present Quarterly Reports.
 - c. Timely develop annual budget.
 - d. Timely develop annual report.
- 4) Development (Fundraising and Outreach):
 - a. Select Director of Development to oversee Development Group meetings.
 - b. Attend Development Group meetings.
 - c. In conjunction with the Development Group members, participate in the development and execution of the Fundraising Strategy.
- 5) Programming:
 - a. Select Program Managers for each Program
 - b. Assist Program Managers as necessary to reach out and bring in volunteers to serve on the Programs
 - c. Assist Program Managers as necessary to carry out the Program
- 6) To the Turkmen Advisory Council:
 - a. Meet with TAC on how to improve current Programs and for ideas in developing new Programs.
 - b. Work with TAC to rotate in new TAC members.
- 7) Administrative:
 - a. MEDIA: Work with Director of Communications to ensure the Foundation is keeping to its Media Strategy, maintain contacts with media outlets and organizations as necessary;
 - b. IT: Ensure there is appropriate and up-to-date information technology in place.

- c. WEB: Work with Web Coordinator to ensure the Foundation’s website is a useful and up-to-date source of information.
- 8) To Donors:
- a. Maintain personal contact with large donors.
 - b. Develop contacts with potential donors and seek donations from a wide range of individuals, corporations and institutions.
- 9) To Grantors:
- a. Ensure the Foundation is in compliance with its duties to all of its Grantors.
 - b. Oversee all reporting (financial and narrative) reporting to any Grantors.
 - c. In conjunction with the Development Group, seek new Grantors.
 - d. In conjunction with the Development Group, write and submit grants.
- 10) Legal/Structural:
- a. Fulfill all duties necessary to maintaining the Foundation as an incorporated non-profit and a 501c3 tax-exempt organization under the IRS Code; this includes completing the Form 990, or finding an organization that will complete such form pro bono.
 - b. Ensure the Foundation is in good standing as an incorporated entity in Washington, D.C.
- 11) Financial:
- a. Develop an annual budget.
 - b. Ensure the Foundation is keeping on budget.
 - c. Manage the Foundation’s finances, including paying off its credit cards and ensuring that its credit card acceptance system [LinkPoint] is working successfully.
 - d. Develop an annual report.
- 12) General Managerial
- a. Develop and maintain a network of individuals, like-minded organizations and grant-giving institutions.
 - b. Develop and keep current the Foundation Calendar.
 - c. Personally talk to every active Foundation staff volunteer.
 - d. Provide news updates for the website.
- 13) Other
- a. Make a personal financial commitment to the Foundation.
 - b. Increase the visibility of the Foundation as much as possible.

Qualifications:

- Minimum 1-3 years non-profit management experience, **including leadership experience** supervising, managing, and training others
- Experience and/or appetite for **fundraising** from institutional, corporate, and individual donors in a difficult economic environment
- Willingness to **work and travel in Central Asia**

- Turkmen and/or Russian language skills preferred
- Bachelors degree
- Excellent **organizational skills** and comfortable with basic accounting
- Exceptional verbal and written communication skills to communicate effectively with diverse constituencies including donors, board members, RPCVs (returned Peace Corps Volunteers), **supporters/volunteers**, Turkmen beneficiaries (mainly Turkmen students and local Turkmen community members)
- Excellent writing and editing skills
- Positive attitude that is open and welcoming to new volunteers and ideas
- Committed to TYCVF Mission