



HOPE HAVEN
HEALING COMMUNITIES



Executive Director

HALF | TIME
TALENT SOLUTIONS

Hope Haven Rwanda

Healing Communities

History

After attending a fundraiser for another Rwandan ministry in 2009, Susan Hollern began serving as a volunteer in Rwanda for the next two years. Out of those experiences, God gave Susan a vision for equipping and serving families and youth in Rwanda through a core focus of education, nutrition and life skills development. With the help of dedicated friends and family, Susan became the Founder of **Hope Haven Rwanda** in November 2011. While the vision was clear, the action plan has continued to unfold and expand over time. By the spring of 2012, the first classes were offered at Hope Haven. They wanted to start serving a community, with no school, right away, so Hope Haven started with no facilities other than the old house on the property and a tree, and several months later, they purchased a tent. By May of 2012, 97 children were in attendance. Construction on the first school building began on August 1, 2013, and was ready to go for the 2014 school year, which started in January.

Mission: To provide a Christ-centered haven where our community at large can be shown hope for a future through education and the love of Jesus Christ.



January 2017 marks the beginning of the 6th year of school operations for Hope Haven students. ***In 2016 alone, 350 children attended school, and Hope Haven served 63,000 cups of porridge and 32,500 lunches of beans, rice and vegetables.*** Adult English, agriculture and savings programs are also in full swing, making Hope Haven truly a place of holistic family outreach.

Hope Haven is blessed to own about 7 acres in Murindi, Rwanda, just east of Kigali, Rwanda's capital city, on which the ministry has constructed the following: a nursery building; two primary education buildings; a high-tech computer lab and server room; a modern playground; teacher and administrative office space; industrial kitchen; dormitory and an additional five cabins for the guest living quarters; a water well; and electricity and a septic system. All-in-all about 20,000 square feet.

Building Communities



While Hope Haven has made tremendous progress in a short time, this is only the beginning of change in Murindi, Rwanda. With many more children eager to attend classes, Hope Haven's architectural plans include constructing four additional primary educational buildings. Two of the buildings have plans to include a new school kitchen and cafeteria area that can also accommodate church. (Currently, church, which

started May 2015, is held in the nursery building.) A school Hall is also on the architectural plans, which will accommodate an area for the arts: dance, school plays and performances; adult learning including professional development opportunities for teachers around the country; a place to worship; and a community gathering area.

Programs

The Hope Haven Rwanda Way focuses on areas that, together, allow the community to be lifted up through individual responsibilities and a commitment to engagement with local churches. Education is a key component of the Hope Haven model and educational programs are offered in the following categories: nursery and primary education for children, English literacy classes for



teens and adults, agricultural education, education about Jesus Christ, and biblically based money management and savings classes through Hope Haven's partner, [Hope International](#). Because of Hope Haven Rwanda's desire to lift up the whole community, the children receive healthy meals during the school day, and the well, drilled by [Healing Waters](#), provides clean water on site for children and workers. Health and hygiene training is also incorporated into the school's education program.



As Hope Haven continues to grow, more classes will be offered to incorporate education for nursery-aged children, primary grades 1st-6th, math and literacy programs for adults and vocational education programs will be expanded.



Executive Director

Overview

Hope Haven Rwanda's Board of Directors is seeking an Executive Director who will gracefully succeed, Susan Hollern, the dynamic and respected Founder of the organization. Her faithfulness and prayerful leadership has attracted resources and talent to Hope Haven Rwanda, now in its 6th year of sustainable Kingdom impact. Successful ministry work in Africa is often as much or even more dependent on trusting relationships than great processes and systems alone. The new Executive Director will be able to appreciate the invaluable time of transitional mentorship and learning that the Founder will provide. During this time, the Founder will serve as member of the Board of Directors, ready to assist the new Executive Director's understanding of organizational history and how current programs and fundraising activities might impact future planning.

Reporting to the US-based Board of Directors, the Executive Director will serve as the leader of the organization for all Hope Haven Rwanda locations and staff. The Executive Director will work closely with the governing Board to determine short-and-long-term plans for the organization. The incoming Executive Director will need time to absorb and understand the variety and complexity of Hope Haven's partnerships, operations and culture. It is rare to have such a sensitive and self-aware Founder ready to mentor and share her knowledge, while also well aware that the success of the next Executive Director will be enhanced by the organization's clarity about the Founder's support for the full transition of executive leadership. This balance of visible support and deference to the new Executive Director, combined with private counsel and candid feedback when appropriate, will assure the new Executive Director's success as he/she assumes the Hope Haven Rwanda organizational leadership mantle.

The Executive Director is responsible for fundraising and resource development activities in North America and Rwanda. The successful candidate will help forge new relationships to build Hope Haven Rwanda's visibility, impact, and financial resources. The new Executive Director, in consultation with the Board and staff, may determine the need to develop plans for expanding a field team of development colleagues to coordinate a comprehensive fundraising operation. The Executive Director will also design and implement a comprehensive plan for developing key external alliances by cultivating partnerships and philanthropic support.

In the current organizational structure, the Founder serves as the current Executive Director and supervises the Marketing /Database Director, Chief Financial Officer and one additional part-time employee, all based in Colorado. In Rwanda, the current Executive Director manages the Director of Operations, who leads a group of agriculture teams, plus finance and operations staff. In the last 5 years the Founder has also worked with the Director of Operations and the Director of Schools to guide the fast growing school operations. The Director of Operations has also worked with the Executive Director and the Director of Schools to develop and measure the effectiveness of educational programming to train teachers, design and acquire curriculum materials through

international partners. The Director of Schools oversees the teachers and is excellent at working with the cultural needs. This has always been a team of people who help where needed.

The Director of Operations in Rwanda also oversees kitchen and food preparation operations. In addition, the Director of Operations is responsible for the travel, lodging and hospitality needs of visiting supporters and those interested in learning more about Hope Haven through scheduled vision trips. The coordination of these vision trips generates a net margin from more than 1000 guest nights per year (2016) and helps with volunteer mobilization efforts related to Hope Haven's educational and humanitarian programs in Rwanda. The Founder, Director of Operations, School Director and the Director of Families have all assisted in determining funding priorities and impact messaging to produce the maximum impact with U.S. based resource partners.

To date, Hope Haven Rwanda's assets include \$1.6 million in fixed assets (real estate and buildings) and \$400k in other Financial assets.

Resource development skills are key for this position, as well as a passion for Africa, quality education as a transformational life experience and the health and restoration of the people of Rwanda. As the Executive Director effectively articulates this to donor audiences, those audiences will better understand and respond to the critical mission driving Hope Haven Rwanda.

In honoring the Founder's many contributions and ongoing legacy, the new Executive Director will have the full support of the US Board of Directors to formulate the strategic planning process for the resource development of Hope Haven's ministry. Leading the organization in developing a strategic planning process will be on the new Executive Director's list of key priorities. Details of the previous 3-year plan will be shared with interested parties, but the road ahead is expected to build on the past success to construct an organizational capacity and infrastructure that allows for continuing growth and expansion. Hope Haven requires an Executive Director who is committed to prayerfully leading a team to reach the financial goals that allow the essential work of creating and sustaining educational excellence, school retention programs and other initiatives related to shelter, nutrition, health education, psycho-social support, as well as self-sufficiency and economic independence.

Responsibilities

The Executive Director will hold the following responsibilities:

- Cultivate a close working relationship with the Hope Haven Rwanda Founder, Board of Directors, understand each member's skill set and encourage leadership contributions based on those skill sets.
- With input from the Board, create a strategic plan to ensure the continuing success of the organization based on short-term and long-term planning, including a financial model that supports current and future education of children in the community.
- Lead US- and Rwanda-based staff in carrying out the mission with compassion and excellence.

- Inspire the team in celebrating past and current successes while leading the team with an eye for continuous improvement.
- Through effective and sincere leadership, maintain the positive reputation of the organization as a “haven” where children and families are valued.
- Ensure all facets of the organization are managed well and are aligned with the mission of the organization. The work in these areas, some of which may be delegated to team members, include curriculum decisions, hiring of teachers, organizing mission trips, facilities management, nutritional input, sustainability, cost management, food production and donor development. With Board, determine measurable tools for profitability in food production, including yield and crop rotation.
- Seek new and innovative sources of funding for the organization.
- Lead and coordinate the cultivation of all public and private support for Hope Haven from churches, individual donors and foundations in a multi-channel development operation, to be able to evaluate and make recommendations to the Board of Directors regarding current and future personnel and system needs.
- Prepare an annual budget with input from key staff in U.S. and Rwanda, present budget to the Board for approval, manage to the approved budget.
- Set the example for continuous learning in the areas of child poverty and its effects on health, education and achievement; look for ways to improve the mission of the organization based on that learning; and understand and evangelize the relationships between education, hygiene, nutrition, health and spiritual growth and how those factors impact an individual, a family and a community.
- Seek counsel from the Founder in leading the planning, development, and implementation processes for all aspects of current and future fundraising strategy, including exploration of a field team strategy in the U.S and in Rwanda.
- Review and assess all current communications with donors and prospects, prospect research, solicitation of foundations, churches, corporate and individual donors, gift planning, grant and proposal writing, donor appreciation and fundraising accounting.
- Ensure strong operational management processes and systems that support best practices and standards of excellence and effectiveness for all programs and services of the organization, including all Rwandan operations.
- Collaborate with U.S. Board of Directors in planning for strategic decisions affecting Hope Haven Rwanda, which may include growth beyond the immediate community and/or expansion of education in Murindi past the primary stage.

Key Candidate Characteristics

- Demonstrates a dynamic and growing faith in Jesus Christ, a passion for the mission of Hope Haven Rwanda and commitment to seeking God’s direction as a trusted servant leader, who views daily life as being led by the Holy Spirit and the Word of God.
- Eager to develop relationships with Board, staff and stakeholders.
- Able to understand and embrace the culture in Rwanda.
- Has the personal, organizational and executive abilities to inspire and lead

- Collaborative leadership that welcomes discussion and decisions that continually and clearly define the mission of Hope Haven Rwanda.
- Understands priorities of organization and is able to lead through changes in priorities as circumstances require.

Requirements

- Bachelor's degree required, Master's degree preferred.
- 10+ years of professional P&L leadership experience with demonstrated success in non-profit organizational leadership or relevant for-profit marketplace companies,
- Excellent communication skills and ability to effectively influence and engage a wide range of potential partners with a persuasive style that moves individuals to action.
- Strong managerial, organizational, and time-management skills with attention to detailed planning and execution against key objectives.
- Donor development experience preferred.
- Curriculum development and/or early childhood education experience beneficial.
- Experience volunteering or working in Africa is beneficial, but not required.
- Able to travel between the U.S. and Rwanda as needed.
- Successful candidate must live in the Denver, Colorado area or live in Colorado with the ability to work in Denver a few days each week. Candidates currently living outside of Colorado will be considered, but relocation allowance is not available for this role.

For more information, or to apply for this position, please contact

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