



**JOB DESCRIPTION:**  
*President, Partners U.S.*

**ORGANIZATION MISSION STATEMENT:** Partners Relief & Development (“Partners”) is a Christian international relief and development agency founded in 1995. Partners provides humanitarian relief to refugee and internally displaced communities impacted by the war in Burma. The provisions supplied include food, shelter tarps, clothing, medicine, mosquito nets, and other essential survival supplies. Partners also provides education and medical care and training to the people of Burma. Partners works with people of all faiths and ethnicities in Burma, striving to empower local communities to be self-sufficient. To further assist them with that goal, Partners staff and volunteers advocate across the globe to inform leaders and everyday people about the situation of Burma’s ethnic citizens. Partners is a registered charity in the United States, Canada, Norway, Australia, United Kingdom, and New Zealand. Partners works through full-time staff and formal partnerships in various locations in Thailand, and in diverse areas in the ethnic states of Burma. Funding for Partners comes from donations provided by individuals, religious institutions, and not-for-profit organizations.

**JOB TITLE:** President, Partners U.S.

**SUPERVISED BY:** Board of Directors

**CLASSIFICATION:** Salary/Exempt

**RESPONSIBILITIES:** The U.S. branch of Partners – Partners Relief & Development United States (“Partners U.S.”) – is seeking a President, who shall be the chief executive officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. The President shall work within the framework of Partners U.S.’s mission to provide relief and development for the displaced children in and on the borders of Burma, and to advocate on their behalf. The President is responsible for the overall program and fiscal management of U.S.-based operations of the organization including:

- overseeing deployment of American staff into Partners projects currently operating in Thailand;
- working toward fulfilling the vision of Partners U.S. and the international alliance of Partners;
- developing and maintaining plans, programs, and activities to meet the strategic goals of Partners U.S.
- building strategic alliances with other NGOs based in America and operating in South East Asia;

- as chief spokesperson for Partners U.S., cultivating relationships with churches, communities, volunteers, and business leaders to enlarge the presence, profile of Partners U.S., and to help those “partners” become passionate about and committed to Partners U.S.’s mission;
- leading Partners U.S.’s fundraising efforts and keeping donors informed and engaged, together with the Chief Development Officer (if hired);
- coordinating fundraising activities with Partners leaders in other countries;
- generally championing the community debate concerning the poor, marginalized and oppressed with specific reference to Thailand and Burma;
- understanding and communicating to the Board of Directors and donors how all programs in Thailand and Burma operate and are aligned with Partners U.S.’s mission and values;
- delivering successful financial performance that strengthens the organization over time (working with project leaders in Thailand to manage economic resources to best support activities in Thailand and Burma, developing Partners U.S.’s annual budget, reporting activities in relationship to goals, preparing budget reports, and ensuring that sound accounting practices are followed at all times);
- cultivating an effective partnership with the Board of Directors through frequent and direct communication and education; and
- perform other duties as requested by the Board of Directors.

Direct reports include, if hired, the Vice-President, the Secretary, the Treasurer (Chief Financial Officer), the Chief Development Officer, and the Executive Assistant. The President oversees a budget of nearly \$1.7 million, which amounts to roughly 70% of the budget of Partners.

#### **QUALIFICATIONS:**

- Consistent long-term relationship and trust in God.
- Demonstrated management skills;
- An ability to analyze, interpret and communicate administrative and financial data;
- Experience in developing strategic plans and fiscally sound program responses to donor (individual and foundation) inquiries and audits;
- A demonstrated record of accomplishment in fund development and funder relations;
- The ability to apply good judgment in difficult and complex decision-making situations;

- Ability to travel frequently throughout the U.S. and at least once annually to Thailand for several weeks.
- Ability to speak to large groups about Partners U.S.

**SALARY RANGE:** Negotiable

**HOURS:** Full time

**DAYS:** As required

Please send a copy of your resume to [tim.steinmuller@partnersworld.org](mailto:tim.steinmuller@partnersworld.org)