

Technology Partnership Executive Director

Background

Technology Partnership (TP) was founded in 2004 to bridge the educational divide between the US and Kenya. TP provides technology and training to develop digital literacy and build connections among students in both countries. TP has shipped more than 600 computers to its partner schools in Meru, Kenya and trained more than 180 Kenyan teachers in the fundamentals of teaching with technology. TP partners with schools in Kenya and the US to foster digitally savvy, global citizens. With unemployment at nearly 70% in Kenya, education and digital literacy are key pathways to Kenyan success in the twenty first century.

JOB DESCRIPTION: The Executive Director is TP's chief executive officer. As its leader, the Executive Director has oversight responsibility for all staff and volunteers in Kenya and the US, and all administrative and programmatic components of the organization. The Executive Director reports to the President and Board of Directors. The Director carries out board policies ensuring the organization's consistent achievement of its mission and vision, short and long-term goals, and financial objectives. Our greatest need right now is for funding; therefore, the primary job of the ED at this time is fundraising.

We are a small organization with limited funds but excellent opportunities for growth. We have created exceptional technology programs on the ground in Kenya for over 40 schools and nearly 200 teachers in Meru. We have solid connections with our Kenyan team and good support from the local Rotary club and two universities in Meru. We are currently in a transition as our founder and executive director is retiring after 12 years of service. We have also appointed a new Kenya director who has the experience, skills, and time to redirect and organize our programs in Meru.

We are looking for a person able to work 10-20 hours a week at \$10/hour for the first few months. Greater pay and responsibilities as more funding is developed.

RESPONSIBILITIES:

- Meet the fundraising goals set by the board by seeking financial support through grants, individual donors, and corporate sponsorships; maintain good stewardship with donors, funders, and supporters.
- Guide the board in development of a strategic plan for the organization; identify and execute board vision including goals, objectives, and tactics for achieving formulated strategies.

QUALIFICATIONS:

- Bachelor's degree required, master's degree preferred
- Supervisory experience preferably in nonprofit settings
- Strong communication and computer skills; experience with social media
- Fundraising expertise including grant writing, event planning, and donor solicitation

Please provide a resume, a cover letter, and all contact information.

