

One School at a Time Job description

Executive Director, One School at a Time (1SAT)

About One School at a Time: 1SAT partners with subsistence farming communities in rural Uganda, Africa to boost the performance and quality of existing public schools, One School at a Time. We currently partner with 6 schools serving over 2,500 girls and boys. We are passionate about our programs to empower older girls to stay in school—educated girls can break the cycle of poverty for both their families and communities. 1SAT is a non-religious and non-denominational 501-c-3 non-profit established in 2005. One School has offices in Boulder, CO (USA) Kampala and Kassanda (Uganda).

Part time position, 20 hours a week— flexible hours working from 1SAT Boulder, CO office (through Dec. 2020) with potential for office location to change in Jan. 2021.

Send cover letter and resume with 3 references to Co-founder and Director, Bay Roberts at bay@1schoolatatime.org

Supervise Ugandan Program Manager:

1. Create monthly work list and schedule for Ugandan Program Manager.
2. Support 1SAT Ugandan Program Manager when problems or challenges arise.
3. Whatsapp call with 1SAT Ugandan Program Manager at end month. Call typically lasts 3 hours. Sometimes, a follow-up call is required. During the call, all matters relating to the day to day functioning of 1SAT in Uganda as well as larger programmatic issues and planning are discussed.
4. Provide support to 1SAT Ugandan Program Manager concerning Ugandan hiring, hiring contracts, salaries, benefits, Field Office etc.

Supervise One School at a Time Assistant Director:

1. Work closely with 1SAT Assistant Director to complete all tasks necessary for optimal functioning of the organization.
2. Trouble-shoot problems if they arise.
3. Ensure that 1SAT Assistant Director has the support she needs to be productive, efficient and happy with the work.

Handle All Financial Matters for One School at a Time:

1. Work with 1SAT Assistant Director to maintain monthly spreadsheet for wires to Uganda (1SAT Ugandan Program Manager's monthly salary and monthly Ugandan expense wire).
2. Work with 1SAT Assistant Director to arrange and authorize wires to Uganda.
3. Review 1SAT monthly budgets, expenses, photos, and Ugandan employee work logs with 1SAT Ugandan Program Manager.
4. Ensure that the following occur each month:

- 1SAT Ugandan Program Manager submits all accounting, budgets and Ugandan bank statements to USA office.
 - Work with 1SAT Assistant Director to annotate One School at a Time USA bank statement and send to 1SAT accountant.
 - Ensure that USA taxes are filed each May and non-profit registration is kept current.
5. Work with 1SAT Assistant Director to send thank you letters for all donations received. Ensure that all donations and funds are deposited in 1SAT bank account in USA.
 6. Ensure that all 1SAT bills in USA are paid in timely manner.
 7. Use Donor software (Little Green Light) to maximize benefits to 1SAT.

One School at a Time Governance:

1. Schedule and host 4 1SAT board meetings annually (USA).
2. Find qualified new people to serve on board (USA).
3. Energize USA board to actively donate their time and energies to benefit 1SAT.
4. Ensure that 1SAT Ugandan board meets at least once a year.

Fundraising:

1. Develop a sustainable annual source of operating income (\$10,000 to \$15,000) for 1SAT (possible idea: an annual service learning trip for local Front Range, CO high school students).
2. Identify promising grant opportunities; write and submit grants.
3. Identify promising funding opportunities and follow through to secure financial support.
4. Network with local community for professional connections.
5. Cultivate and maintain donors, especially large donors.
6. Coordinate 1SAT online spring auction each year: work with 1SAT Assistant Director to solicit items for the auction and load those items to 32 auctions platform. Ensure all items delivered to winning bidders.
7. Maintain Colorado Gives site— work with 1SAT Assistant Director to update this site each year with updated information.

Publicity:

1. Create annual fall newsletter with 1SAT Assistant Director.
2. Create and conduct 1SAT slideshows and presentations to local schools, gatherings and organizations.
3. Maintain 1SAT website.
4. With 1SAT Assistant Director, post to 1SAT social media (FB, Instagram, LinkedIn).
5. With 1SAT Assistant Director, create and send mass email campaigns (Mailchimp) for fundraising and informational purposes.

Professional Development:

1. Willingness to stay current on development issues especially in Sub-Saharan Africa: read books, blogs, articles.
2. Willingness to attend events to develop professionally.

Travel:

1. Willingness to travel to Uganda once a year (for about 3 weeks) while school is in session. Willingness to live and work in primitive conditions.

Skills Needed:

- Excellent leadership skills—able to supervise employees with compassion and skillfulness.
- Strategic planning skills—able to guide 1SAT to prosper and thrive in the future.
- People person—excellent communication skills, common sense and patience, ability to skillfully handle conflicts and supervise employees.
- Willingness to attend a class or training in Non-violent Communication.
- Writing skills—annual 1SAT newsletter, daily communication, press releases, social media etc.
- Experience with fundraising—identify grants that are a good match and write/submit those grants.
- Comfort and experience with public speaking and presentations.
- Passion for our community development work and interest in development, education, non- profits, making a difference etc.
- Comfort and skill handling financial matters, ability to create an annual budget.
- Computer/technical skills.
- Organized and detail oriented.