



AMERICAN FRIENDS *of* GEORGIA

www.afgeorgia.org

EXECUTIVE DIRECTOR

THE ORGANIZATION AND ITS MISSION

The American Friends of Georgia (AFG) is a U.S. tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. Since 1994, AFG has worked to improve the lives and well-being of the Georgian people, particularly the most vulnerable, by partnering with donors and international organizations to fund and strengthen an emerging independent (nonprofit) sector in Georgia.

AFG has four focus areas: education and social services, healthcare, economic empowerment, and Georgian arts and culture. AFG has played a leadership role in funding and coordinating a wide range of programs and projects in Georgia, including:

- The first hospice, home care program, and nursing school in Georgia
- Improved care of children with tuberculosis and leukemia
- The first private orphanage and village for street children in Georgia
- The first landscaping and gardening school in Georgia
- The first dedicated housing for parents of children being treated for cancer
- An arts center for children traumatized by war
- A daycare center providing preschool education for disadvantaged children
- Exhibitions of Georgian crafts and art in the U.S.

THE OPPORTUNITY

AFG seeks a dynamic and visionary leader to serve as its next Executive Director.

AFG's Founding Executive Director is retiring after nearly thirty years of distinguished and impactful service. As the organization seeks to build upon the departing Executive Director's important legacy and begins to look toward its future, it is anticipated that the next Executive Director will be tasked with leading a strategic planning process in close collaboration with the Board early in her or his tenure.

Historically, the Executive Director has been based in the U.S. and works in close collaboration with a Georgian Executive Director based in Tbilisi, the capital of Georgia.

QUALIFICATIONS

The ideal Executive Director will possess:

- A passion for AFG's mission and a strong interest in, knowledge of, or ties to Georgia
- Deep experience in U.S. nonprofit management, fundraising, and compliance
- Strong organizational skills
- The ability to collaborate effectively across sensitive cultural and national boundaries
- Fluency in English with outstanding written and verbal communication skills (knowledge of Georgian or other European and Eurasian languages not required but welcome)
- An undergraduate degree or substantial relevant professional experience

RESPONSIBILITIES

Key responsibilities include but are not limited to:

- Stakeholder Management
 - Reports to and works closely with AFG's Chairman and Board
 - Builds and maintains critical relationships with international relief agencies, government agencies, members of the diplomatic community, elected officials, donors, and Georgian partners
 - Identifies and cultivates potential new Board and Advisory Board members
 - Builds AFG's visibility in the U.S. and Georgia
- Fundraising
 - Identifies and applies for foundation and corporate grants
 - Identifies, develops, and maintains major U.S. donors
 - Manages U.S. donor database
 - Drafts and executes email and mail appeals
 - Advertises and leads the AFG Tour in Georgia
 - Ensures strict compliance with all applicable federal and state nonprofit fundraising laws, regulations, and reporting requirements
- Communications
 - Oversees all printed and media postings, which currently includes monthly email updates and solicitations
 - Drafts AFG's Annual Report, which includes programmatic, operational, and financial information
 - Supervises social media team
- Strategy
 - Together with the Board, develops and refines AFG's strategic, programmatic, and operational priorities --- thereby defining "success" for the organization in general and the Executive Director in particular
 - Together with AFG staff in Georgia, identifies potential programs and projects in Georgia
- Operations
 - Oversees day-to-day management of the organization
 - Prepares and executes the organization's annual budget
 - Works closely with Georgian Executive Director

- Sources and oversees a team of talented part-time freelancers (including a Director of Development and a Technical Director) and independent service providers (including a bookkeeper and accountant)
- Ensures the preparation of payroll, financial statements, and tax filings
- Organizes an annual Board Meeting in Washington, DC
- Visits Georgia annually

SALARY AND BENEFITS

AFG provides a competitive compensation package that includes:

- Salary dependent on qualifications and experience
- Provisions for health insurance and retirement savings
- Flexible hours, location, and vacation

TO APPLY

Please forward a resume and cover letter to AFGExecutiveDirector@gmail.com