POSITION SPECIFICATION

**Position: Executive Director, WASH Implementation & Advocacy**

*and* **Country Director, Vietnam**

**Organization:** East Meets West

**Location:** Hanoi, Vietnam with frequent travel

**Reporting:** Reports to Vice President, WASH (based in Oakland, CA) and President of EMW (also based in Oakland, CA)

**Website:** www.eastmeetswest.org

 **Start Date:** Desired start date October 1, 2013. Position open until filled.

# The Successful Candidate

East Meets West (EMW) is seeking social entrepreneurs who are passionate about international development, experienced in building innovative systems/businesses, with a head for detail and an eye for strategic content, committed to developing leadership skills/opportunities for themselves and others, and generous in spirit and practice.

# Mission

East Meets West creates durable and catalytic solutions to difficult development problems. Our mission statement is to transform the health, education and communities of disadvantaged people by building partnerships, developing opportunities and creating sustainable solutions.

Working for East Meets West, whether at our Oakland headquarters or in one of our offices in Vietnam, Laos, Cambodia, Myanmar, Timor-Leste, India, or the Philippines, means joining a dedicated, diverse staff committed to delivering innovative, cost-effective programs for disadvantaged communities. We strive to provide our team with productive working conditions that help them derive fulfillment from their jobs.

# Executive Leadership Team

President: John Anner

Chief Financial Officer: Tom Low

Vice President, WASH: Minh Chau Nguyen

Vice President, Global Health: Christopher Hest

Luciano Moccia: Executive Director, Breath of Life

Burt Thompson: Corporate Controller

**Job Objective**

The **Executive Director, WASH Implementation and Advocacy** **(WIA)** is the senior executive responsible for program implementation and policy dialogues in countries where EMW operates, as well as partnerships and donor relations, and resource generation as appropriate. In addition, as the Executive Director will be located in Hanoi, Vietnam, where WASH is the largest program in EMW’s portfolio, he or she will also serve as the **Country Director to represent EMW in Vietnam.**

### Position Overview

The **Executive Director, WIA** will be an inspirational leader and a member of the executive staff. She or he will be a capable and experienced manager in program and project development, with a track record in managing diverse program and staff. She or he will be familiar with the latest global issues in water, sanitation and hygiene. EMW WASH programs are currently supported by institutional donors and foundations such as AUSAID, the Bill and Melinda Gates Foundation, the World Bank-managed Global Partnership for Output-based Aid, KIVA, corporations and individual donors. In the WASH sector, EMW is active in Vietnam, Cambodia and Laos. New programs are under consideration in Myanmar and West Africa. Please see website for a full overview of our programs.

### Duties & Responsibilities

**Executive Director, WASH Implementation and Advocacy**

In all areas, the **Executive Director, WIA** will be expected to bring an entrepreneurial and innovative approach to developing and integrating systems and processes into a growing and dynamic organization. Specifically, the **Executive Director, WIA** will be responsible for:

* *Program and project management:* Oversee the implementation of existing programs, provide timely assistance to program directors and staff, comply with reporting requirements from donors, and expand existing programs or create new programs when and where opportunities arise.
* *Government relations and policy advocacy:* Represent EMW in various national forums to advocate for policy changes, liaise with central and local governments, civil society organizations, relevant ministries and other partners.
* *Develop and manage budgets, and supervise staff:* Directly supervise in-country staff, create and manage budgets, work closely with donors.
* *Donor relations:* Plan and host visits from donors, partners, agencies and others.
* *Program quality:* Monitor program quality, conduct evaluations together with the knowledge management team
* *Strategy:* Participate in the strategic planning process and annual staff meetings.
* *Fundraising:* Participate in developing new programs for EMW, and in fundraising for the WASH sector in particular, and for EMW in general.
* *Team work:* Work closely with all departments in the Oakland office, especially the executive staff. Work closely with other senior staff from the WASH team to form a cohesive team.

**Country Director, Vietnam**

* Represents EMW at the corporate level for all in-country legal, compliance and regulatory matters.
* Holds signature authority for all legal, compliance and regulatory, human resource, and government agreements.

### Desired Qualifications

* Passion for EMW’s mission and love of dynamic, results-oriented organizations.
* 10 or more years of program management experience, with substantial developing world experience and significant career advancement.
* Graduate degree (at least Master’s degree) in development, water, environment, business or a related field. Degree in a WASH-related field is preferable, but not necessary.
* Detail-oriented with the ability to manage activities from inception through execution.
* Excellent communication skills in English, both verbal and written, with the ability to engage and inspire a wide range of audiences. Knowledge of one of the local languages in countries where EMW operates is desirable.
* Entrepreneurial self-starter with hands-on approach.
* Ability and skills to multitask and solve problems efficiently.
* Willingness to travel around the world approximately 25% of the year.
* Ability and desire to successfully work within international cultures and communities.
* High level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction.
* Demonstrated success in complex/matrix environments.

# Procedure for Candidacy

Please send resume and cover letter, or nominations, to:

Minh Chau Nguyen, Vice President, WASH

jobs@eastmeetswest.org

Specify “Executive Director, WASH Implementation and Advocacy” in the subject line.

Electronic applications only.