



**Malteser
International**

Order of Malta Worldwide Relief

- Job Title:** Executive Director, Malteser International Americas
- Location:** New York, NY, with a presence in Washington, DC - USA
- Reports To:** Board of Directors, Malteser International Americas
- Position Type:** Full-time, Hybrid (Based at NYC RHQ)
- Deadline:** Applications will be reviewed, and interviews scheduled, on a rolling basis.

Summary:

The Executive Director of MI Americas leads MI's U.S. affiliate, an independent 501c3 organization based in New York City. This position is responsible for leading and developing the organization, working closely with directors and managers in the areas of fundraising, communications, human resources, finance, operations, and programs. MI Americas was founded in 2013 and has implemented programs in South and Central America, working closely with the Order of Malta Associations in times of crisis. MI Americas currently has large programs in Haiti, Colombia, and Venezuela funded by both the German and US governments, as well as private donors and foundations.

MI Americas is looking for an experienced leader with international experience. The person should work well under pressure and is able to guide the organization and its key stakeholders through a time of development and change. This is a role for someone dynamic with a drive for timely and high-quality results. The person must form and implement a vision and strategy for the organization, working closely with the board of directors and the Order of Malta associations. The ideal candidate will have the ability to engage a wide range of audiences and stakeholders to generate practical and financial support for MI Americas' work.

Duties and Responsibilities:

Strategic organizational development

- Develop and execute a compelling vision and strategic plan for MI Americas, in alignment with the organization's mission and values with support from the board of directors.
- Oversee preparation and implementation of comprehensive business plans to enable financial health and long-term reach of the organization.
- Develop, enhance, and maintain trusted relationships with key stakeholders, including the wider Malteser International family, the Order of Malta leadership, and the U.S. Order of Malta Associations.

Representation function

- Act as the public speaker and public relations representative of MI Americas to strengthen the organization's profile in the U.S. and to increase funding for the organization.
- At the request of the Chairman of the Board of Directors, represent MI Americas internationally to build good working relationships with the Order of Malta Associations in North and South America.

Management

- Lead, inspire, and develop a high-performing team, clearly communicating departmental priorities that support MI values.
- Delegate responsibilities and supervise team leaders, providing guidance, constructive feedback, and motivation to drive maximum performance.
- Approve annual work plans and ensure alignment with the organization's strategy.
- Oversee MI America's financial performance, ensuring sound financial planning with achievable fundraising targets.
- Oversee the efficient and effective day-to-day operation of the organization.
- Sensitively manage the office through a time of transition and change.

Skills and Experience

- At least five years of extensive leadership experience in an international organization, ideally with exposure to a highly political environment.
- Demonstrated record of strategic planning and implementation with the ability to identify innovative and creative new pathways and solutions.

- Proven track record in developing a high-performing and resilient workforce.
- Demonstrated ability to manage a diverse, intercultural, and partially decentralized team, with an interest and ability to recruit, support, retain and develop staff.
- Track record of overseeing organizational financial activity and systems, including budgeting, forecasting, modeling, accounting, and reporting with the ability to navigate complex compliance and risk management issues.
- Excellent communication and interpersonal skills, both written and verbal, including across lines of cultural difference.
- Ability to engage with a wide range of external stakeholders, to maintain good relationships and build trust with donors.
- Knowledge of and experience in working with the US Government and foundations is an asset.
- Fluent English is required, Spanish language skills are a plus.

We Offer:

- A responsible and exciting job in a committed, international working environment.
- Fast pace, extensive decision-making power, innovation, and highly dynamic and motivated teams.
- Part of a network of several Order of Malta professional and voluntary organizations across the world, including a diplomatic network and representation at the UN.
- Flexible working hours and mobile working by arrangement, as well as the compatibility of work and family life.
- Opportunity of work missions to visit programs and projects in the country locations.
- Competitive benefits package

About Malteser International

Malteser International (MI) is the relief agency of the Sovereign Order of Malta and fulfills its mission to “serve the poor and the sick.”

Since 1956, MI has improved the health and well-being of suffering and displaced people around the world, regardless of their religion, gender, background, or political convictions with over 140 projects in more than 35 countries annually. MI works on the front lines to provide emergency relief in the immediate aftermath of acute disasters and works towards rehabilitating

and reconstructing afflicted communities. MI provides medical and mental health support, clean water, sanitation, and hygiene (WASH), food, protection, and shelter where possible. In addition, MI works with local resources and engages local partners and the Order of Malta's global network to respond rapidly and effectively in even the most remote locations.

Malteser International Americas is MI's U.S. affiliate with headquarters in New York City, committed to ensuring a life of dignity for vulnerable people in the Americas.

Projected salary and benefits package:

USD \$170-\$190k depending on experience.

How to Apply:

If you are interested in this position, kindly email one PDF document that combines a cover letter and a resume to careers@malteser-international.org. Applications will be reviewed, and interviews scheduled, on a rolling basis until March 16, 2024.