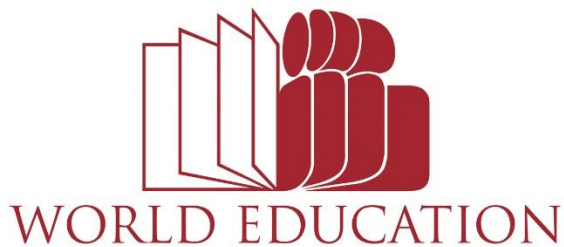


POSITION DESCRIPTION

FOR THE POSITION OF

**Executive Director, World Education
An Affiliate of JSI Research & Training**



July 2022

Much of this material contained herein is gained in confidence and as such should be regarded as confidential. Accordingly, it is understood that dissemination of this material should be limited to those individuals in your organization who are directly connected with this specific search or whom a reasonable person would agree have a need to know.



POSITION DESCRIPTION

| | |
|---------------------|--|
| POSITION | Executive Director, World Education |
| ORGANIZATION | JSI Research & Training Institute, Inc. (JSI) |
| REPORTS TO | Margaret Crotty, President & CEO, JSI |
| LOCATION | Boston or Washington, DC |
| WEBSITE | JSI Research & Training Institute, Inc. and World Education International . https://bantwana.org/ |

ORGANIZATION OVERVIEW

World Education, Inc. (World Ed) works to improve the education and socio-economic security of people around the world. Founded in 1951, World Ed has worked in more than 50 countries in Asia, Africa, Latin America, as well as the United States to address barriers to education and improve the lives of millions of people. With a focus on innovative and sustainable solutions, World Education excels in the areas of professional development, project design and management, technical assistance, and research grounded in program contexts.

World Education strives to build lasting relationships with partners across geographic regions and technical sectors, collaborating with educators, government agencies and partners to strengthen systems to achieve better education and social development outcomes for all. With an annual budget of \$46 million and a staff of 550, World Ed is currently structured in four divisions:

The Bantwana Initiative (“Our Children” in Zulu) works to bolster existing grassroots efforts to support HIV-affected orphans and vulnerable children (OVC) in Sub-Saharan Africa. The work, largely funded by PEPFAR has a focus on holistic, comprehensive care through management and technical training.

The **Africa Division** and the **Asia Division** focus on improving the education and safety net programs of communities in their respective regions. The work focuses on literacy, access to education for women and girls, community engagement, and conflict resolution to increase the quality and equity of education systems.

The **US Division** collaborates with a range of public and private institutions to improve the availability, quality and capacity of adult education and workforce programs to respond to evolving economic and community contexts and advance equity. Its work drives sustainable solutions to bridge the digital divide and strengthen systems through professional development, coaching, technical assistance, and research.

POSITION DESCRIPTION

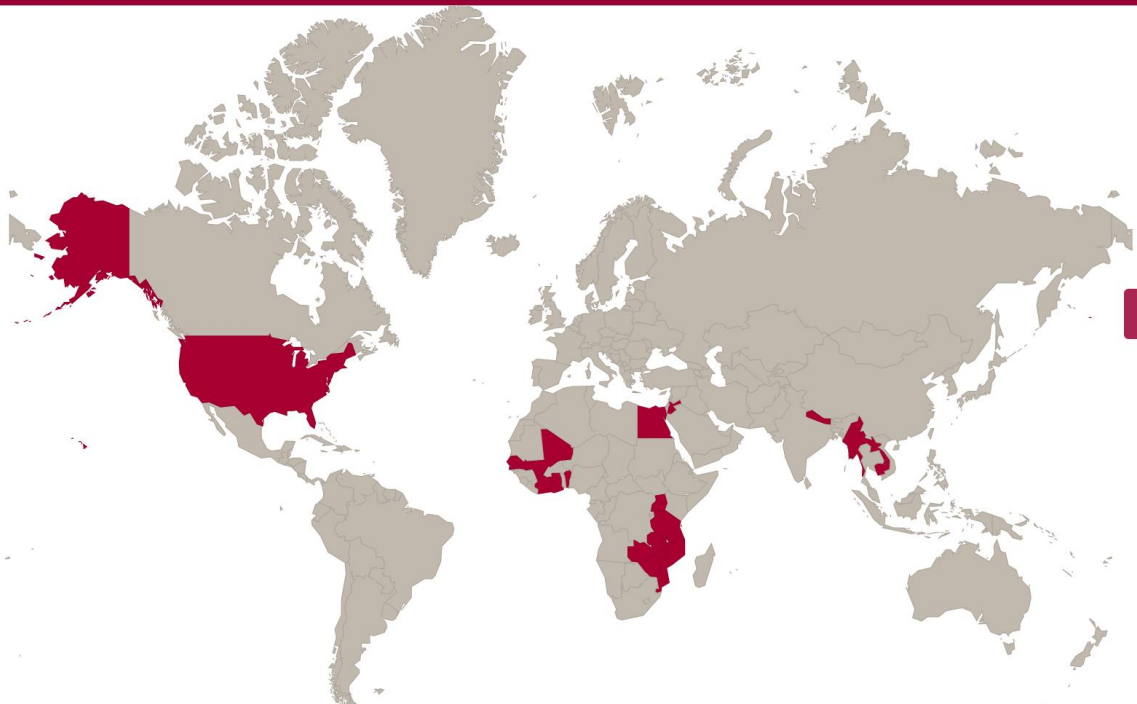
JSI Research & Training Institute, Inc. | Executive Director, World Education
Prepared by Denielle Pemberton-Heard and J. Veronica Biggins



World Ed became an affiliate of **JSI Research & Training Institute, Inc. (JSI)** in 1980. JSI is a global nonprofit dedicated to improving the health of individuals and communities throughout the world, with a fundamental goal to ensure that all individuals live their best and healthiest lives. In addition to World Ed, the JSI family of global agencies includes the Partnership for Supply Chain Management (PFSCM), as well as independent JSI entities in Kenya, Zambia, and India.

Founded in 1978, JSI collaborates with government agencies, the private sector, and local civil society organizations to identify and implement solutions to public health challenges. These partnerships strengthen the capacity of individuals and organizations, improve the quality, accessibility, sustainability and equity of health systems and lead to better health outcomes.

JSI now has more than 4,200 colleagues across 8 offices in the United States and 46 countries around the world. Staff include researchers, consultants, technologists, project managers, and physicians who provide technical assistance and capacity-building through large-scale implementation projects and smaller consulting projects across public health, health systems, and education. JSI relies on locally and regionally based staff in the US and around the globe to ground its approach in a deep understanding of the challenges and opportunities facing communities.



<https://www.jsi.org/>



ROLE SUMMARY

World Ed seeks a visionary Executive Director (ED) to help reimagine the organization and its relationship with JSI. The Executive Director is an enterprise leadership position, reporting directly to the new CEO of JSI, who has embarked on a comprehensive change management agenda. The ED will be a key member of the CEO's emerging executive leadership team working to create a people-centered organization with a focus both on equity and knowledge management.

This is a truly global role for a seasoned executive able to lead a global organization across multiple international environments and articulate a strategy through exciting times. The ED will partner with the CEO to develop and drive forward the vision, mission and key strategies of World Ed and JSI. The ideal candidate will be an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills. The ED of World Ed will have a unique opportunity to manage a P&L, address trends in localization of development funding, elevate the business model, lead strategy, and build the capacity of a professional workforce—while also leveraging the scale and resources of JSI.

The ideal candidate possesses strong business strategy and leadership skills with a demonstrated proficiency at managing organizational change in a multi-tiered organization. In close collaboration with the global leadership team of JSI, the ED will serve as a thought partner for the CEO and leader among colleagues, anticipate and identify trends, optimize financial opportunities, and ensure quality. The ED will play a primary and visible role increasing World Ed's national and international profile and positioning the organization for growth and impact. This is an opportunity for a leader to think strategically and holistically about the interplay among operations, business processes, human resources, and institutional planning; to extract and analyze data, set attainable goals, and establish priorities while working to inspire others to action.

The new ED will oversee long-term planning as well as day-to-day program operations; and take the lead on organizational development and strategy, fundraising, and employee management. The ED will bring strong knowledge of international education issues and experience working to address health and educational disparities. As the primary spokesperson for World Ed, the ED will be responsible for cultivating a broad network of partners, funders, and supporters and catalyzing partnerships. The ED will recruit, manage, develop and inspire a high-quality team to deliver a superior level of performance and productivity. The ED will work closely with the CEO of JSI to forge a path forward through a lens of antiracism and belonging. As a tireless champion of the mission, vision and values, the ED will bring focus, humility, self-awareness, and courage to serve as an advocate for the marginalized.



Primary Responsibilities

- ▼ **Organizational Development and Strategy:** Establish a clear roadmap for continued success, growth and expansion. Build and deepen World Ed’s leadership as a preeminent international service NGO and navigate the changing environment in development aid. Focus on the enterprise-wide priorities of people, equity and knowledge management.
- ▼ **Staff Management:** Recruit, manage, develop and inspire a high-quality team to deliver a superior level of performance and productivity within a climate of rapid change. Manage and support staff to establish and nurture a leadership culture that cultivates a thriving, collaborative, trust-based team. Inspire, energize, coach, and develop a diverse global team with multiple perspectives and talents, actively seeking input from staff and fostering recognition of leadership and expertise at all levels. Ensure the appropriate management structure, career paths and succession plans.
- ▼ **Visibility and Sector Engagement:** Serve as the organization’s thought leader and voice interfacing with funders, partners, the media, and other constituents and allies. Engage in coalitions, panels, consultations and public speaking. Develop, strengthen, and maintain relationships with external organizations to foster and promote network-building for collective action. Represent World Ed within JSI. Manage and strengthen the various World Ed brands.
- ▼ **Fundraising and Donor Relations:** Expand World Ed’s fundraising track record to grow the budget and deepen the impact of initiatives. Oversee the Development function. Cultivate relationships with new donors to expand and diversify revenue sources.
- ▼ **Financial Management:** Ensure the long-term financial health and stability of World Ed through strong financial management systems and policies. Work closely with the staff of World Ed and of JSI to develop the annual budget and operating plan, oversee internal operations, and ensure legal and financial compliance through proper fiscal accounting and controls. Explore restructuring of World Ed’s indirect cost recovery mechanism to ensure that World Ed is cost competitive. Analyze and support the negotiation of World Ed’s shared cost contribution to the “cost centers” of JSI / World Ed employees and office operational costs. Provide guidance to all relevant overseas programs that are undergoing localization, especially on cost structure and cost recovery.
- ▼ **Organizational Management:** Champion the harmonization of policies and procedures across World Ed and JSI to maximize collaboration and efficiency. Collaborate closely with the CEO of JSI on joint strategic planning and actionable objectives. Create a culture of transparency, information sharing, accountability and efficiency, communicating and setting clear priorities and performance expectations. Develop strategies and systems to support the quality, efficiency, and responsiveness of World Ed’s programs and operations.



Leadership Skills

- ▼ Knowledge of NGO and non-profit sector. Experience in international management of education and/or public health.
- ▼ Experience working in multiple cultural, social, and political contexts, and the ability to work with diverse global stakeholders. Ability to cultivate strong connections with small organizations and with multilateral UN and government agencies.
- ▼ Strong organizational and management skills, with robust experience managing staff and programs across multiple time zones in multiple countries, preferably in global regions of Africa and Asia, demonstrating a strong cultural awareness.
- ▼ Demonstrated engagement with best-in-class management strategies and techniques to improve operational efficiencies and the quality and cost of services delivered. Experience developing bench strength of leaders capable of addressing the challenges of a highly dynamic organization.
- ▼ Financial acumen in creating and managing budgets, as well as longer-term business development strategies. Ensure the fiscal activities are conducted in accordance with sound policies and not-for-profit regulations.
- ▼ Track record of fundraising and establishing and maintaining collaborative relationships with philanthropic funders and supporters.
- ▼ Excellent communications skills - written, verbal and interpersonal with cultural competency to communicate with and authentically engage audiences globally.
- ▼ Results-driven, agile, change agent with the commitment and confidence to assume a leadership role in an evolving complex environment.
- ▼ Experience with knowledge management systems in large international organizations.

Personal Characteristics

- ▼ Experience as an executive leader or within senior organization management.
- ▼ Commitment to Equity, Diversity, Inclusion and Belonging (EDIB). Experience articulating and implementing EDIB strategies in large organizations.
- ▼ Experience in proactively identifying and addressing organizational risks related to operations and compliance.
- ▼ Ability to travel 15%-20% of the time with a mix of domestic and global travel (dependent on COVID and/or other public health restrictions).
- ▼ Deep commitment to the complementary missions of World Ed and JSI to improve education and public health outcomes around the world.
- ▼ Unquestionable personal integrity, fairness, and credibility necessary to gain the trust and commitment of individuals at all levels of the organization.
- ▼ Comfort level and experience with change management.



Education

- ▼ Bachelor's degree or equivalent required, advanced degree or equivalent preferred.

EQUAL OPPORTUNITY EMPLOYER

JSI and World Education are committed to creating a diverse work environment and are proud to be an equal opportunity employer that does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. All applicants meeting the qualifications are encouraged to apply.

SEARCH TEAM

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