



Global Playground Part-Time Executive Director Job Description

About Global Playground and the Executive Director Role

[Global Playground](#) is a 501(c)3 public charity incorporated in New York in 2006. Over the past 15 years, Global Playground has provided funding for 18 community-led and implemented school infrastructure development projects in 11 countries.

Global Playground seeks a new part-time Executive Director to lead and manage the organization, work with the board, and ensure Global Playground's continued financial and operational health.

Global Playground's mission is to raise awareness and increase access to educational opportunities around the world through funding the local construction of schools and other educational infrastructure. The organization works to center the priorities of local communities and leaders who suggest potential projects for Global Playground to fund in their communities. Our model is built on trusting local partners and equally valuing them throughout all stages of a project, including by maintaining relationships with community partners after project construction is complete.

This position is part-time and is ideal for an early- or mid-stage professional passionate about education and/or international development.

Key Responsibilities

- **Managing Operations:** Manage all operational functions of the organization including, but not limited to, maintaining the website and social media platforms, processing donations, updating Quickbooks, organizing fundraisers, finding new projects to support, managing new project development, communicating with past and current project contacts, and liaising with the board of directors on a regular basis.
- **Fundraising:** With support from the board, lead fundraising efforts to raise \$60,000-\$100,000 annually. Organize at least one annual fundraiser (Evening Under the Stars) each spring. Manage the end-of-year mail and email appeals. Advise, uplift, and operationalize additional fundraising strategies.

Job Requirements

- **Commitment to the Mission:** Demonstrated dedication to community-led development, cross-cultural engagement, and international education. Demonstrated commitment to trusting local leaders and communities.
- **Financial Management & Fundraising:** Comfort processing donations, experience or desire to learn how to use accounting software (Quickbooks), and ability to update

donation tracker, send thank you notes and emails, develop an annual budget, and coordinate donation appeal campaigns.

- **Communication Skills:** Ability to speak on behalf of the organization and effectively communicate the organization's mission. Strong oral and written communication skills in English. Ability to develop newsletters, social media posts and campaigns, and update the website using SquareSpace.
- **Project Management:** Ability to manage an international project from kickoff to completion while working with people living in different countries with varying levels of written and oral English competencies. Ability to organize engaging and successful in-person and virtual fundraising events.
- **Authorized to Work in the U.S.**

Preferred Qualifications

- At least 2 years of relevant volunteer or work experience such as, but not limited to, managing international development projects, teaching in a multicultural setting, and/or leading community development initiatives.

Additional Experiences of Value

- Cross-cultural understanding and appreciation.
- Past experiences working with people and communities with racial and cultural identities that are different from yours.
- Knowledge of or passion for K-12 education, particularly international education.
- Strategic multi-tasker with excellent time management.
- Experience traveling or living abroad, particularly spending time with communities through exchange programs or home stay visits.

Logistics

- **Employment status:** Part-time hours that vary throughout the year. Estimated 5-10 hours per week.
- **Compensation:** \$12,000-15,000 per year commensurate with experience.
- **Benefits:** Option for paid travel to a project location once a year depending on projects and budget.
- **Technology:** Global Playground does not provide computers or internet access.
- **Background Check:** Willingness to undergo background check.
- **Location:** This part-time position can be conducted remotely. However, it is expected that the Executive Director can be in Washington, D.C. every 4-6 weeks to process donations, and will attend the annual fundraiser in person. Global Playground does not have office space.
- **Equal Opportunity** Global Playground is an equal-opportunity employer committed to a diverse work environment. People of color, people with disabilities, people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To Apply

Email all materials to info@globalplayground.org with the email subject line: [First Name, Last Name]: Global Playground Executive Director.

Please title your resume and responses in the same format and save as a single PDF.

E.g., [First Name, Last Name] Global Playground Executive Director Resume

Please include your responses to the following questions in the same document as your resume. These responses are in lieu of a cover letter:

- 1) Why do you want to work with Global Playground as its next Executive Director? (maximum 200 words)
- 2) Why do you believe that community-led development is important? (maximum 200 words)
- 3) Can you tell us about a time you successfully managed a project from start to finish? (maximum 200 words)

Timeline

- Application deadline: August 15, 2021
- Anticipated interviews: September-October
- Anticipated decision date: October 15, 2021
- Anticipated start date: November 15, 2021; The current Executive Director will spend at least four weeks assisting with onboarding and transitions.

The interview process will consist of at least two interviews. No more than three interviews will be conducted for each candidate during the interview round.

Please email info@globalplayground.org with any questions.