

Job Description: EXECUTIVE DIRECTOR

Location: Cambridge, Massachusetts, United States

<p>Responsibilities</p>	<p>WorldTeach, a non-profit, non-governmental organization that provides opportunities for over 400 volunteers a year to make a meaningful contribution to international education, seeks a talented individual with significant administrative management experience and a passion for international education to serve as Executive Director. Reporting to the Board of Directors, the Executive Director will work as a global non-profit leader to attract, develop, and maintain the necessary support to sustain and deepen the organization's impact. As the primary external face of the organization, the Executive Director devotes significant energy to developing new markets while nourishing relationships with key country partners, University staff and students, Cambridge and overseas staff, current volunteers, program alumni, and the media. The Executive Director works with the Board to develop long term strategy for WorldTeach.</p>
<p>Requirements</p>	<p>Bachelor's degree required, a relevant advanced degree helpful. A demonstrated passion for overseas development work and experience shaping and sustaining a program or collective effort in an academic, public or nonprofit setting is essential. Candidates should have at least seven years of management and leadership experience including external relations, staff mentoring, budgetary oversight, project planning and knowledge of how nonprofits and NGOs function both within and outside the United States. A demonstrated ability to establish and maintain productive relationships with board members, employees, and strategic partners is necessary. Verified sound financial stewardship and proven fiscal resourcefulness and creativity in an organization with limited resources are required. Facility with performance measurement in nonprofit organizations is desirable. A track record of successfully mentoring, inspiring and motivating a young, dynamic staff is essential. Proven decision making and sound judgment in crisis situations is required. Must have excellent writing, editing, and communication skills. International or distance-learning educational curriculum development and/or teaching experience is helpful. Proficiency in languages other than English helpful.</p>

<p>About WorldTeach</p>	<p>WorldTeach provides opportunities for individuals to make a meaningful contribution to international education by living and working as volunteer teachers in developing countries.</p> <p>WorldTeach was founded by a group of Harvard students in 1986, in response to the need for educational assistance in developing countries. It also addressed a growing interest among people in the U.S. and elsewhere to serve, teach and learn as volunteers overseas. Since its inception, WorldTeach has placed thousands of volunteer educators in communities throughout Asia, Latin America, Africa, Eastern Europe and the Pacific.</p> <p>Based at the Center for International Development at Harvard University, WorldTeach offers the benefits of a well-established volunteer organization, while also providing more comprehensive, personalized support and training as a small non-governmental organization. In each of our programs, volunteers are placed in schools and host communities in developing countries that specifically request WorldTeach volunteers and would otherwise be unable to afford or locate qualified teachers. Volunteers receive training, language preparation, and field support, empowering them to make an impact that will last long after they leave.</p>
<p>To Apply</p>	<p>To apply send your resume/CV and cover letter to: edsearch@worldteach.org</p> <p>To learn more about world teach visit: www.worldteach.org</p>

WorldTeach is an equal opportunity employer.