

POSITION DESCRIPTION

Title: Executive Director, Congo Initiative USA

Reports to: Board of Directors

Direct Reports: Administrative Manager

Location: Remote

ABOUT CONGO INITIATIVE

Congo Initiative is a global collective inspired by Christ-centered faith and united for the transformation of lives and communities in the Democratic Republic of Congo. Congo Initiative consists of three entities: Congo Initiative – l'Université Chrétienne Bilingue du Congo (CI-UCBC), Congo Initiative USA (CI-USA), and Congo Initiative UK (CI-UK). Our work and programs are run by our leadership at CI-UCBC and based in Beni, North Kivu, Democratic Republic of Congo. CI-USA is a U.S.-based organization that mobilizes resources and support for Congo Initiative–UCBC.

POSITION SUMMARY

The Executive Director of Congo Initiative USA (“CI-USA”) serves as the organization’s senior staff leader, responsible for executing the vision and strategy for the U.S.-based work in fundraising, partnership building, and communications. The Executive Director works in close collaboration with the leadership of UCBC and CI-UK to ensure that U.S. fundraising and engagement strategies align with global organizational priorities.

This role requires a relational and strategic leader who can grow resources; inspire supporters; create, clarify, and communicate a compelling vision; and cultivate a diverse set of strong cross-cultural partnerships in support of an organization working in a fragile and conflict-affected context.

CORE RESPONSIBILITIES

1. Strategic Fundraising & Resource Mobilization

- Develop and lead CI USA’s annual and multi-year fundraising strategy, with responsibility for growing and sustaining revenue.
- Personally cultivate, solicit, and steward major donors, churches, foundations, and institutional partners while developing a diverse and sustainable donor pipeline.
- Lead fundraising campaigns and events, and identify new opportunities for resource mobilization.
- Engage and equip Board members to participate effectively in fundraising and donor cultivation.
- Ensure fundraising priorities are closely aligned with UCBC’s strategic needs and CI-USA’s long-term growth goals.

2. Strategic Partnerships & Global Alignment

- Serve as a key ambassador for Congo Initiative, building and sustaining relationships with donors, churches, foundations, institutional partners, and other stakeholders.
- Serve on the Global Executive Team and work closely with UCBC and CI-UK leadership to align strategy, messaging, and funding priorities.
- Represent CI-USA at conferences, fundraising events, partner gatherings, General Assembly meetings, and other strategic forums.
- Lead CI-USA's communications strategy to strengthen brand clarity, communicate UCBC's mission and impact effectively to U.S. audiences, and deepen donor engagement.
- Write, review, and oversee external-facing communications and ensure consistency across fundraising, communications, and advocacy priorities.

3. Board Governance & Operational Excellence

- Provide strategic leadership for CI-USA, establishing organizational priorities, measurable goals, and a clear path toward long-term, sustainable growth.
- Partner effectively with the Board of Directors to support strong governance, shared accountability, and strategic decision-making, keeping the Board informed of organizational performance, risks, and opportunities.
- Prepare CI-USA's annual budget and oversee expenditures and financial management in partnership with the Board.
- Ensure compliance with nonprofit standards, sound financial stewardship, and effective systems for tracking organizational progress and performance.
- Hire and supervise both staff and key contractors and service providers.

CORE COMPETENCIES, VALUES & VIRTUES

- **Cross-cultural Fluency & Humility:** Demonstrates the ability to build trusted relationships across cultures and contexts, approaching partnership with humility, curiosity, and respect. Able to represent the work and leadership of Congolese partners authentically to U.S. audiences.
- **Relational Fundraising Savvy:** Builds genuine, long-term relationships with donors and partners and can translate those relationships into sustained financial support for the mission.
- **Collaborative Mindset:** Works effectively across organizational and geographic boundaries, balancing the priorities of CI-USA with those of UCBC, CI-UK, and other partners.
- **Strategic Communication:** Communicates complex issues and compelling stories clearly and persuasively across donor, church, institutional, and public audiences.
- **Strategic Leadership & Initiative:** Sets clear priorities, identifies opportunities, follows through on commitments, and operates effectively with a high degree of independence and accountability.

QUALIFICATIONS & REQUIREMENTS

- **Values Alignment:** Strong alignment with Congo Initiative's mission, vision, and organizational values, with the ability to represent them authentically in relationships with donors, partners, and the broader public.

- **Experience:** Minimum 8 years of progressive leadership experience, including significant experience in fundraising, donor engagement, marketing, public relations, or related fields. Christian organizational leadership or international nonprofit experience preferred.
- **Fundraising Track Record:** Demonstrated success cultivating major donors, securing major gifts, leading fundraising or capital campaigns, and developing diverse donor pipelines.
- **Leadership & Management:** Demonstrated capacity in organizational leadership, including staff supervision, strategic planning, financial management, and budget oversight.
- **Education:** Bachelor's degree in Business Administration, Marketing, International Relations, Political Science, Nonprofit Management, a related field or commensurate years of additional relevant experience required. Master's or equivalent advanced degree preferred.
- **Language Skills:** Outstanding written, oral, and public-speaking communication skills. English fluency required; professional proficiency in French and familiarity with Swahili preferred.
- **Travel Availability:** Willingness and ability to travel domestically at least quarterly for donor development and periodically internationally, including travel to the Democratic Republic of Congo.
- Must be legally authorized to work in the United States without employer sponsorship and able to travel within the U.S. and internationally as required for the role.

COMPENSATION & BENEFITS

- **Salary range:** \$85,000 - \$100,000
- **Location:** Remote

TO APPLY

CI is deeply committed to building a diverse team that reflects the communities we serve. We know that critical skills come from many different backgrounds. If you are driven by our mission but don't meet every single requirement, we still encourage you to apply.

Please submit the following:

- **Resume/CV**
- **Tailored cover letter** that:
 - Explains your specific interest in Congo Initiative's mission and how your experience and skills align with this role.
 - Includes a brief reflection on your personal faith journey and your comfort integrating a Christ-centered worldview into your leadership.
- **At least three professional references.**

SUBMISSION DETAILS & TIMELINE

- **Submit applications to:** executivesearch@congoinitiative.org
- **Subject line:** CI U.S. Executive Director Application – [First Name Last Name]
- **Applications will be reviewed on a rolling basis.**