



October 22, 2024

**UCARE INC
CONTRACTED SERVICE POSTING - EXECUTIVE DIRECTOR**

Who We Are

UCARE is a USA volunteer based charity, 501c3 registered, that raises funds to aid children living in vulnerable circumstances in Ukraine. For over 25 years, UCARE has funded Ukraine based not-for-profit agencies, groups and individuals in the delivery of programs which support the development of our beneficiary groups.

Why UCARE is investing in a Contracted Service

With the ongoing Russian invasion in Ukraine, there is a growing need to support a tragically increasing amount of vulnerable children in Ukraine. In February 2024, UCARE held a workshop with our volunteers and partners in Ukraine, to review the emerging priorities and update our mandate accordingly:

MISSION

UCARE funds programs that enrich the lives of vulnerable children in Ukraine with hope, love and inspiration.

BENEFICIARIES

UCARE prioritizes the following beneficiary groups:

- Children living under government care (e.g. institutions, orphanages, foster care)
- Children of parents at war or parents lost at war
- Internally displaced children
- Alumni - youth transitioning to adulthood from one of the above
- Or any other groups of children in need within Ukraine as the Board may, from time to time, deem appropriate beneficiaries of UCARE.

At the February workshop, volunteers also identified that in order to effectively sustain the growing needs of our beneficiary groups for the foreseeable future, UCARE must evolve as a charity and expand its organizational systems and fundraising efforts. This call for a contracted service has been developed by the UCARE Board of Directors, with input from active volunteers, to successfully address this critical priority.



What we are looking for

UCARE is seeking to contract an experienced nonprofit sector leader to assist with strengthening the strategic direction and operational practices of our organization. Reporting to the President/Board Chair, this contract position will have a term of up to 2 years, with specific outputs and measurable deliverables identified in the following areas:

Strategic Planning and Operational Systems:

- Support the Board of Directors in developing strategic directions and associated priorities to guide the organization successfully for the next 5-10 years
- Review, update and develop documented policies and procedures to responsibly manage charity operations and mitigate risk
- Review operational practices and ensure that programs funded in Ukraine are effectively implemented, monitored, evaluated and in compliance with government requirements.
- Assist the Board of Directors in establishing an annual business plan and budget process in accordance with the organization's mission
- Assess and recommend appropriate business tools to create efficiencies and safeguard the financial processing and management systems.

Fundraising Strategy

- Source and submit applicable grants to secure new resources
- Review existing fundraising strategies and recommend improvements to sustain achievable growth targets
- Develop and implement enhanced fundraising strategies to strengthen and broaden donor outreach as well as establish sustainable major campaigns
- Work with the Board of Directors to develop and implement a strong marketing plan with specific emphasis on social media tools.



Qualification

1. Five or more years management experience within a charity or not-for-profit sector.
2. Post secondary degree in related management field.
3. Experience reporting to a Board of Directors.
4. Effective strategic planning and operational management experience.
5. Strong financial management.
6. Active fundraising experience with strong donor and stakeholder relations skills.
7. Demonstrated success in grant-writing skills.
8. Excellent communication and presentation skills.
9. High level of ethics, responsibility and professionalism.
10. Strong understanding of the needs of children and youth in Ukraine.
11. Proficiency in both English and Ukrainian languages.
12. Ability to travel throughout the United States and Ukraine if required.

This is a remote based position that will primarily rely on virtual communication. Some travel for meetings or operational needs may be required. Interested applicants are to submit the following to president@ucareinc.org by November 8, 2024.

1. Letter expressing interest in this contract to include
 - a. Annual salary expectations based on 35 hours/wk with flexible work hour schedule to include evenings and weekends.
 - b. Summary of relevant experience and qualifications.
2. Outline of proposed priorities and achievement targets for the first 12 months of the contract.
3. Resume detailing qualifications and experience.

Ukrainian Children's Aid and Relief Effort, Inc.

3704 Fernleigh Drive | Troy, Michigan 48083 | EIN 38-3345588 | ucareinc.org
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