

ABC Health Foundation Executive Director – Job Description

Background and Summary

ABC Health Foundation ("Foundation") is a leading medical education and services organization located in Tirana, Albania seeking to advance the church of Christ through an integrated platform of healthcare delivery and medical education from a biblical foundation and a holistic approach.

The **mission** of the ABC Health Foundation is to serve Christ by practicing and teaching excellent primary healthcare grounded in biblical values.

ABC Health Foundation **envisions** the health and wellbeing of all people in Albania.

The Board of the Foundation ("Board") selects, hires, fires, supports the development of and reviews the Executive Director. The Board is responsible for the Executive Director. The Board creates policy to guide the Executive Director in leading the organization. The Board contributes to and approves the strategic plan and budget of the organization, especially in regards to defining the vision and mission of the organization.

The Executive Director is responsible to the Board of the Foundation. The Executive Director leads and nurtures the organization through communicating vision, implementing the strategic plan, and ensuring the day-to-day operation and administration of the organization in a manner consistent with its vision and mission. The Executive Director is responsible for the hiring, firing, supervision and oversight of all employees.

Key Qualities

- Must be a committed disciple of Jesus Christ who whole-heartedly supports the Foundation's statement of faith, is an active participant in a local, Albanian, evangelical church, and accepts the Lausanne Covenant.
- Must reside in Albania.
- Has a reputation for and shows a deep commitment to personal and professional integrity, having nothing to do with pragmatic ethics.
- Demonstrates a willingness to learn and shows humility (seeking wise counsel, admitting mistakes and learning from others).
- Values and models effective, efficient, high-quality work with a commitment to excellence.
- Supports and concurs with the current vision and mission of the Foundation.

Key Abilities

- Evidences past organizational leadership experience as a director, associate director, or upper level leader in an organization, ideally a nonprofit healthcare organization.
- Possesses the skills and training to carry out the Key Responsibilities.
- Leads collaboratively as a servant leader with a primarily facilitative style of leadership – building up the Body of Christ using a discipling, mentoring model.
- Shows good judgment with a proven ability to think "big-picture" and long-term, and to make wise decisions.
- Possesses mature interpersonal skills to engage with the Board, stakeholders, the Senior Management Team, staff personnel and clients.
- Communicates effectively in written, verbal and nonverbal forms.
- Displays or is pursuing a high level of language proficiency (written and verbal) in Albanian and English.

Key Responsibilities

- Leads the Senior Management Team and the entire Foundation in a biblical manner and ensures the daily operations of the Foundation.
- Engages with and is responsible to the Board to ensure success of the Foundation.
- Communicates regularly with the Chairperson of the Board.
- Works in close collaboration and communication with the Senior Management Team.
- Effectively communicates the vision of the Foundation to the Board, the Senior Management Team, the staff, clients and all stakeholders and constituent groups.
- Ensures effective engagement with donors and funders to secure robust, enduring support to pursue the vision and accomplish the mission of the Foundation.
- In cooperation with the Board and the Senior Management Team, develops, executes and evaluates fulfillment of the strategic plan to accomplish the Foundation's vision and mission.
- Develops a budget for approval by the Board and monitors and ensures adherence to the approved budget.
- Administrates and accounts for funds of the Foundation including financial reporting to the Board, funders, the government, auditors and other parties to whom the Foundation is accountable.
- Pursues and secures funding and resources to carry out the activities of the Foundation.
- Binds and signs agreements and contracts in the name of the Foundation.
- Ensures full compliance with all legal, moral and ethical obligations of the Foundation.
- Ensures marketing and promotion of the organization including effective, biblically sound use of digital and nondigital platforms.
- Ensures representation of the Foundation at legislative sessions, committee meetings and formal functions.
- Supervises all decisions related to hiring, assignment of duties, evaluation, incentivizing, and dismissal of Foundation personnel.
- Accomplishes other duties as assigned by the Board.

Scope and Terms

The position of Executive Director is a full-time position. It is anticipated that this position will require overtime hours of active work. The Executive Director may not hold other employment or ministry leadership positions without approval from the Board of Directors.



Approved by Board of Directors _____

Inis Jane Bardella, MD, FAAFP
Chairperson, Board of Directors

Date: 8 February 2024