

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: Director, Strategy Execution
REPORTS TO: Executive Vice President & Chief Strategy Officer
DEPARTMENT: Executive Office
DIVISION: Executive Office
LOCATION: NA
FLSA STATUS: Exempt
EFFECTIVE DATE: NA

PRIMARY FUNCTION/PURPOSE: The Director, Strategy Execution oversees organization wide initiatives to drive effectiveness, efficiency and scale ensuring initiatives support the organization's strategic aims for rapid growth by 2030. The Director, Strategy Execution coordinates across departments, mentoring leaders and teams and aligning people, process, and systems. The Director acts as an ambassador and champion for the strategic plan, reporting to the Executive Vice President & Chief Strategy Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Accountable to lead and manage strategic initiatives, overseeing a cross functional portfolio of projects across multiple departments, and acting as a coach and change agent inspiring others to embrace and drive transformation.
- Accountable to review and evaluate business processes, and workflows to optimize the organization's operating model, including ways of working that empower staff.
- Accountable to foster a culture of collaboration, and continuous learning, equipping self and others to track metrics on performance, provide insight analysis, scope and probe questions for further analysis, and report progress against key performance indicators.
- Responsible to assess, and manage strategic initiative risks, elevate dependencies upstream and downstream of assessed risk, and manage and mitigate appropriately.
- Responsible to maintain a system of accountability and feedback loops that provide real time insight into the performance of transformation initiatives and regularly communicates progress and challenge with board and staff.
- Responsible to apply professional project management techniques and equip and coach others.
- Responsible to strengthen change management capabilities across the organization, sponsoring change when necessary.

- Collaborate with all cross functional Vice Presidents, Directors, Managers and staff working as a team on process and outcomes, and to integrate learnings.
- Perform other duties as assigned.

SUPERVISORY REQUIREMENTS:

- Engage and oversee key deliverables of external consultants, vendors and/or interns
- Coordinate and be accountable for internal working groups, as needed

EDUCATION:

- A Master's Degree in business, or related field and/or equivalent experience

EXPERIENCE:

- A minimum of eight (8) years of experience working in project management and enterprise-wide transformation initiatives including facilitating process improvement
- Demonstrated experience in performance monitoring, tracking data quality, data management, including coaching and training for enterprise performance
- Demonstrated experience in project management including using digital project management systems like Asana.

RELATED SKILLS:

- Strategic leader with strong communication, presentation and interpersonal skills and a demonstrated ability to mentor individuals and organizations
- Expert project management, quantitative, and analytical skills; able to baseline and track operational KPIs
- A high level of integrity, sensitivity and discretion
- Adept presenter and communicator with strong skills in building communication resources including info graphics
- Demonstrated proactive problem solving/analysis
- Demonstrated ability to work and coordinate others under pressure on concurrent projects, delivering to tight timelines
- Proven ability to collaborate effectively and produce high quality work as part of team
- Exemplary attention to detail, record keeping and follow up
- Adept at managing complex or difficult situations with tact, diplomacy and good humor
- Comfortable working in a matrixed, integrated work environment, with minimal supervision
- Highly proficient in Microsoft Word, Excel, PowerPoint, Canva editing and formatting
- Fluency in English essential; Spanish, Portuguese or French also preferred
- Passionate about Episcopal Relief & Development's mission and impact

OTHER REQUIREMENTS:

- Ability and willingness to travel up to 25% of the time in diverse and under-resourced environments.
- May be required to work long hours and a varied schedule including evenings and weekends
- While this is a full-time position, arrangements can be made for remote and agile work schedules.

SALARY & BENEFITS:

Annual salary range of \$140,000-\$150,000

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "**Director, Strategy Execution**" For more information, visit our website at www.episcopalrelief.org.

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Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

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