



Executive Director

Posted: 8 March 2021

Position: Executive Director

Employment level: Full time

Salary: Commensurate with experience

Location: Geneva, Switzerland

Field: Public health & philanthropy

Starting date: August 1, 2021.

Website: EndHep2030.org

Category: Senior executive, public health and disease elimination, fundraising and grantmaking, institutional strategy and advancement, partnership and coalition building

Introduction

The Hepatitis Fund (aka “EndHep2030”) is a tax-exempt charitable foundation headquartered in Geneva, Switzerland. The Fund is the only grantmaking foundation dedicated exclusively to the elimination of viral hepatitis as a public health threat.

Launched in November 2017 at the World Hepatitis Summit as the result of collaboration by World Health Organization, US CDC and ZeShan Foundation, the EndHep2030 project was conceived as an international collective funding platform for the global campaign to eliminate viral hepatitis as articulated in the World Health Organization Global Health Sector Strategy. Its international Board of Directors is supported by the EndHep2030 Advisory Council, which is comprised of highly committed thought leaders and leading practitioners from diverse stakeholder communities and sectors. The EndHep2030 programme is implemented and managed by a professional team in a horizontal organizational structure.

With a limited lifespan (sun-setting by 2035), EndHep2030 aims to raise US\$ 1 billion in catalytic funding to support the campaign to eliminate viral hepatitis as a global health threat. The geographic priorities as identified through broad consultation with international stakeholder communities are the Asian and Pacific region and the Sub-Saharan Africa, which together contribute 85% - 90% of the global burden of viral hepatitis.

The Opportunity

The Hepatitis Fund is in search of a dynamic, energetic, and hands-on senior executive to lead the organization in the next 5 – 8 years. We invite qualified and highly motivated professionals to apply for the position of **Executive Director** (ED). Reporting to the Board, the successful candidate will lead the foundation's institutional advancement and organizational growth. The incumbent shall be a visionary leader with a strong track record in public health, philanthropy and fundraising, and non-profit organizational development.

The ideal candidate should be able to quickly design and implement a campaign to raise US\$100 million by 2023 for the EndHep2030 Grants Programme. Examples of key professional traits include effective relationship building and interpersonal skills, prior experience in Board leadership, practical knowledge of complex and blended funding streams including traditional grant-making foundations, donor-advised funds, and competitive grants programmes.

Summary of the Position

The Executive Director (ED) position is an exciting opportunity for a visionary leader to lead a hybrid international health programme that is still at its early stage of operations. Leading the foundation's mission to provide catalytic funding for the campaign to eliminate viral hepatitis as a global health threat, the ED is the de facto "Fundraiser-in-Chief" for EndHep2030, a unique platform for investing in the elimination of viral hepatitis. The incumbent should possess a strong business acumen and is a strategic thinker well-equipped to build on the Fund's work as a vital partner for the international hepatitis community. The successful candidate should be exceptionally knowledgeable and well informed in health philanthropy and major fundraising campaigns and have a successful track record in senior management of grantmaking and resource development operations.

One of the top priorities of the incoming ED is to set up a USA-based fundraising programme targeting UHNW donors, institutionalized foundations, and corporate giving programmes. The incumbent should be well connected with the grantmaking foundation sector in the United States.

The ED is responsible for overall management of the organization and oversees the organization's operations and institutional development. The successful candidate will demonstrate a high level of energy, inspiration, humility, and resourcefulness while actively leading strategic and programme planning, fiscal stewardship, and operational management. The ED is charged with clearly articulating EndHep2030's mission and guiding principles internally and externally as a passionate and cogent communicator, as well as maintaining a strong public presence on behalf of The Hepatitis Fund.

The incumbent must be well prepared to hit the ground running. They will enhance and implement strategies that align EndHep2030's strengths, initiatives and priorities with stakeholder engagement, fundraising opportunities and donor intentions, and will play a key role in positioning EndHep2030 on the leading edge in a concerted effort to increase the organizational profile of The Hepatitis Fund as a thought leader in health philanthropy in general and in investing in the global campaign to eliminate viral hepatitis in particular.

Key Areas of the ED Portfolio

The key areas of the Executive Director's job responsibilities include, *but are not limited to*, the following:

Board relations: The ED will work as a thought partner to the Board to establish a sustainable and robust fundraising strategy and impactful grantmaking strategy and mechanisms of support for partner organizations. The ED implements policies determined by the Board of Directors. This oversight ensures that the Fund remains fiscally sound and well positioned to generate funds in support of the EndHep2030 project and the Fund's charitable mission and vision to be a catalyst in investing in the elimination of viral hepatitis as a public health threat.

The ED will keep the Board informed on a regular basis, providing updates on fiscal management, fundraising and grant-making milestones and impact. The ED will also provide the Board sufficient and high-quality information for making sound policy and programmatic decisions. The ED will provide the Board leadership with all necessary and effective assistance and support.

Strategic leadership and vision: The ED is responsible for leading and inspiring the operational and strategic direction of The Hepatitis Fund, including fundraising, philanthropic activities and high-impact programmes.

The ED will translate ideas into action and offer creative ideas to adapt, strengthen, and diversify partnerships with effective planning and measurable results. The ED will demonstrate proven and successful experience in leveraging resources and cultivating synergies with diverse stakeholders.

Institutional Advancement and Fundraising: The ED is the de facto "chief fundraiser" for the organization, leading the fundraising and programme teams in a concerted effort to raise funds to sustain the Fund's operations and meet its growth. To achieve the Fund's ambitious goals, the ED will develop strategies and implement major fundraising campaigns to shore up the Fund's financial viability and ensure a steady inflow of funds for the grants programme.

The ED will champion for innovative and unconventional approaches to resource development and is comfortable with the concept of blended funding streams, which

include mainstream philanthropy, donor-advised funds, matched funding and competitive grants programmes.

Communication and Collaboration: The ED will have high emotional intelligence to work with the Board, staff, partners, and public health and hepatitis institutions, advocacy nonprofits, and other mission-aligned foundations to work creatively and collaboratively on both existing and new initiatives. The ED must be an excellent listener and seek to include all stakeholders, including grantees, Board, staff, and community leaders. The ED will champion for value-added propositions to engage like-minded donors and thought leaders and provide collaborative leadership in maintaining a positive and productive working relationship among the Board of Directors, clinical leadership, staff, partner organizations and volunteers.

Administrative oversight and operations: The ED will take a leadership role in ensuring the future of The Hepatitis Fund is growing from solid, ongoing operations. To this end, the ED will partner with the Board to develop and implement strategic plans, business plans, measurable outcomes and directed strategies to encourage growth while maintaining a solid operational infrastructure.

The ED will supervise a team of professional and support staffers as well as consultants retained by the Fund. The ED will develop operational and programme budgets and monitor the cash flow situation. The ED will work with the Legal Counsel and other concerned parties to ensure the organization is in full compliance with Swiss laws and regulations and make sure the Fund's insurance and liability are fully covered.

The ED will enhance the established process for decision making by the senior staff that facilitate planning, problem solving, and assessment of qualitative and quantitative objectives and lead the staff on a regular basis in assessing the effectiveness of the organization and particular programs.

The ED will oversee financial operations, including systems to address practice management such as billing, accounts payable, accounts receivable, accounting, payroll, inventory and purchasing, and ensure accounting systems and policies (based on GAAP) that require separation of functions to safeguard assets as well as for accounts receivable management. In addition, the ED will provide oversight for robust IT policy and compliance of data protection and privacy policy consistent with Swiss and EU GDPR regulations and practice.

Policy Implementation and Enforcement: The ED will lead the organizational efforts to carry out Board-sanctioned policies and practices. This will include privacy and data protection, employment, conflict of interest, and safeguarding policies. The ED will provide oversight and guidance as well as act a resource for due diligence on prospective grants and grantees.

The ED shall delegate leadership responsibility and level of authority for the management of all programs and ensure that process and outcome objectives are established along with work plans for all programmes, provide leadership to foster a climate of excellence, high ethical standards and a cooperative spirit among staff, and manage through a lens of flexibility, an openness to suggestions and the ability to resolve/mitigate conflict.

Pre-requisites and Qualifications

The Executive Director will have demonstrated a personal commitment to and passion for the founders' vision for The Hepatitis Fund and its mission. The ED should have a clear and informed understanding of public health and disease elimination in general and that of viral hepatitis in particular. Pre-requisites and qualifications for the position include, *but are not limited to*:

- Commitment to and ability to embrace and personify the mission and core values of The Hepatitis Fund through its EndHep2030 Programme.
- Capacity to develop strong external loyalty to the mission and values of the Fund and cultivate relationships with international partners and thought leaders in order to leverage support for the mission.
- Experience working in the US as a fundraiser/grant maker.
- Comprehensive understanding of the issues and challenges involved in directing the operations of an international program in diverse settings.
- Ability to navigate cultural and geopolitical dynamics.
- Experience working directly with a volunteer international Board of Directors.
- Track record in budgeting and fiscal management, and stewardship.
- Demonstrated ability for developing strategies to successfully increase revenues through blended funding streams.
- Excellent knowledge of the international development fund sector and relevant health care policies at both national and regional levels
- Demonstrated ability for working in a multi-cultural setting and promoting inclusivity of all stakeholders.
- Management style which brings enthusiastic and motivating approach to building strong and productive work teams with a focus on mentoring and nurturing staff development.
- Ability to organize, direct, prioritize and delegate work appropriately.
- Excellent interpersonal, communication and analytical skills.
- Career track record that shows stability and accomplishment with an organization and capacity to develop and nurture relationships culminating in overall success.
- Demonstrated networking capacity within the health philanthropy, corporate philanthropy, and public health sectors.
- Track record of public speaking in front of international and stakeholder audiences.

- Good understanding of the workings of World Health Organization and its regional operations.
- At least ten years in progressively senior role in international fundraising.
- At least ten years of experience leading a grantmaking foundation with an international portfolio.
- Working knowledge of charitable laws and regulations in Switzerland.
- Native-like proficiency in English (writing, reading, and speaking).
- Working knowledge of French.
- Earned Master’s degree from an accredited tertiary institution.
- Relocation to Geneva, Switzerland (if non-resident.)

Physical Requirements/Working Conditions

The incumbent may perform job duties in a traditional business office environment with the flexibility to telecommute. Tasks are generally carried out with no specific or unusual physical or environmental demands. While performing the duties of this job the incumbent is regularly required to work at a desk with a computer for extended periods of time. Specific physical abilities required by this job include operating basic office equipment such as personal computers, copying machines, fax machines and standard office telephones. The incumbent will be required to attend meetings, both on-site and off-site, via phone or video conference. Certain amount of international travel will be required when travel restrictions are lifted.

How to Apply

Please email your CV with a cover letter and 3 – 5 professional references (please do not include academic references), samples of original writing (up to 20 pages in total) to admin@endhep2030.org. All correspondence should be in English. Please write “THF ED Search” in the subject field. Only highly promising applicants will be contacted for follow-up. All interviews will be conducted via video conferencing. No phone inquiries/in-person office visits please.

Deadline: Friday April 9th, 2021.

The Hepatitis Fund is an equal opportunity employer.