



Orran Chief Executive and Chief Financial Officer Position

Summary

The chief executive officer (CEO) is responsible for the overall financial performance, administration and management of Orran. This includes financial and operations planning and evaluation, global fundraising, service programs and supporting operations, policy development and implementation, administration of personnel and fiscal management. **Applicants will only be considered if they have successfully undertaken a similar role in a similar organisation of equal standing.**

In particular, he or she will be responsible for creating, implementing and measuring the success of a comprehensive marketing and fund raising program that will enhance the organization's image and position within the market place and for the general public. This will be achieved by the development of publications, carrying out public relations activities, media relations, securing grants from public or private institutions, the supervision of marketing/fund raising personnel and associated activities both in Armenia and in Los Angeles, USA, and the maintenance and enhancement of the Orran web site.

The chief executive officer's responsibilities are to be distributed 50% on management and administration and 50% on marketing and fund raising activities. He or she will report to the Orran Board of Directors

The accounts department, the academic director, and the 3 fund raisers located in Yerevan, Vanadzor and Los Angeles USA will report to the CEO.

Background

Orran was founded 16 years ago in Yerevan, Armenia to divert children of destitute families from the streets and engage them in academic, cultural, and extra-curricular activities. In 2012 a second center was opened in the city of Vanadzor. These two centers built by Orran help the lonely and needy elderly. Today the organization, with the assistance of 46 staff (19 full time, 27 part time and over 25 volunteers), embraces over 275 children and 80 elderly.

Orran's global income in 2015 amounted to \$316,000, 49% of which was generated in the USA. Audited accounts are posted on Orran's web site

Orran's operating budget for 2017 is \$350,000 for both centers. It is planned that 47% of these funds will be raised in Los Angeles.



Orran Chief Executive and Chief Financial Officer Position

1. Manage and administer Orran centers – Yerevan, Vanadzor & Orran USA

- a. Develop and facilitate an active planning process, for operations and fund raising activities
- b. Develop organizational goals and objectives consistent with the mission and vision of Orran.
- c. Develop and administer operational policies.
- d. Oversee all programs, services and activities to ensure that program objectives are met including setting “road maps” for each beneficiary with a clear exit strategy for each child
- e. Oversee fund raising development.
- f. Ensure compliance with funding sources and regulatory requirements.
- g. Provide information for evaluation of the organization's activities.
- h. Submit quarterly operations and financial reports to the board of directors

2. Fiscal

- a. Develop, recommend, and monitor annual financial and operational budgets.
- b. Prepare and submit monthly financial statements and reports to the board of directors comparing actual versus budget
- c. Ensure effective audit trails.
- d. Approve expenditures.
- e. Provide for proper fiscal record-keeping and reporting.

3. Personnel and Operational

- a. Administer board-approved personnel policies.
- b. Ensure proper (legal) hiring and termination procedures.
- c. Oversee any and all disciplinary actions.
- d. Provide for adequate supervision and evaluation of all staff, volunteers and academic programs.
- e. Help make sure that the Organization’s philosophy, mission and vision are pertinent and practiced throughout the Organization.

4. Fund Raising Activities and Responsibilities

- a. Develop standard marketing toolkit for presentations, letters to potential donors etc
- b. Set the editorial direction, design, production and distribution of all organization publications.
- c. Maintain close contact with existing major donors and locate and market to new major donors
- d. Establish network of international fund raising coordinators for marketing and fund raising
- e. Prepare legacy documents and market accordingly
- f. Locate, prepare and submit grant applications and funding proposals to meet an 18% target on operating budget income
- g. Ensure articulation of organization’s desired image and position, assure consistent communication of image and position to all constituencies, both internal and external.
- h. Coordinate media interest in the organization and ensure regular contact with target media and appropriate response to media requests.
- i. Act as organization’s representative with the media.
- j. Coordinate the appearance of all organization print and electronic materials such as letterhead, use of logo, brochures, etc.
- k. Develop, coordinate and oversees program, technical assistance and resource materials to assist the future centers in the marketing, communications and positioning of their activities.



Orran Chief Executive and Chief Financial Officer Position

5. Board relations

- a. Assist the board chair in planning the agenda and materials for quarterly board meetings.
- b. Initiate and assist in developing policy recommendations and in setting priorities.
- c. Facilitate the orientation of new board members.
- d. Work with the board to raise funds from the community, local and international.
- e. Staff board committees as appropriate.
- f. Public relations
 - i. Serve as chief liaison with specific community groups.
 - ii. Ensure appropriate representation of Orran by all employees.
 - iii. Coordinate representation of Orran to governmental bodies and other groups.

6. Skills

- a. Excellent oral and writing skills in English and Armenian
- b. Ability to strategically plan and carry out major fundraising campaigns
- c. Ability to write professionally for the press
- d. Media outreach expertise
- e. Ability to give talks, presentations and lectures
- f. Ability to write grants
- g. Readiness to travel
- h. Ability to prioritize and manage a variety of workloads
- i. Ability to work on own initiative, set and achieve ambitious goals
- j. Highly proficient knowledge of computer applications including Microsoft Word, Excel & PowerPoint in addition to desktop publishing applications

7. Qualification/Experience

- a. University degree preferably in financial and business studies with accounting qualifications
- b. Minimum of 3 years of successful CEO/CFO role in running a successful organization preferably in the charitable, non-profit category and for meeting financial and operating targets. The candidate is required to have experience in running a charity or corporation with an operating budget of over a million dollars a year
- c. Proven track record of achieving fundraising and grant income against agreed financial targets
- d. Minimum of 2 years of exposure with the press
- e. Experience organizing large and small events and recruiting and working with volunteers

8. Ethics: Unquestioned principles and behavior. Collaborative and responsible work habits

To apply for this position, please submit a cover letter and a resume attachment addressing relevant qualifications, experience, skills and information on professional reference and current salary to Armine Hovannisian, Founder and Chairman at ahovannisian@yahoo.com

25 November 2016