**Executive Director**

**Bonazah Community Development of Africa, Inc.**

**North Chesterfield, VirginiA**

**Salary: $60.000**

Executive Director Position.

Bonazah Community Development of Africa, Inc., a nonprofit organization, is seeking a full time Executive Director. Applicant must have strong leadership experience and exceptional skills in the management of people and in the administration of office and organization duties. Job includes oversight daily operation of the organization and working closely with potential donors, corporation and foundations, and overseeing administration of policy and procedure of the organization. Grant writing experienced a plus.

Newly created organization starting salary low due to funding - $60,000 Per Year.

JOB DESCRIPTION: Executive Director

Reports to: The Board of Directors

Job Responsibilities:

1. Participate with the Treasurer in preparing an Annual Budget to be approved by the Board of Directors
2. Attend Board meetings: Prepare agenda and reminder notices for meeting and Maintain record and paperwork regarding the work of the organization; i.e. Prepare Director's Report for all Board meetings.
3. Assist committees as requested
4. Receive correspondence, forward all bills and checks to Treasurer.
5. Secure and monitor insurance coverage
6. Oversee needs of the office such as supplies, lease, signage, bills and reimbursement on expenses.
7. Participate in outreach activities designed to educate the public about our organization.
8. Write grants:
a. Respond to reporting requests of funding sources, maintain records
b. Attending meetings if requested by funding sources
c. Work closely with potential donors, corporations and foundations to cultivate partnerships and funding opportunities
9. Creates activities designed to provide social support to the volunteers and interns such as luncheons and gatherings
10. Oversee the support and educational efforts of the Staff.
b. Assume the role of Public Affair Officer when needed in the absence of a volunteer
c. Respond to any requests to provide support to the volunteers and interns
11. Help recruit new volunteers locally and for the international program.

Please **email** cover letter and resumes to: bocodainc@gmail.com or **Mail to:** Bonazah Community Development of Africa, Inc. PO Box 917, Fort Drum, New York 13602. [www.bocodainc.com](http://www.bocodainc.com)