**BECA IS HIRING!**

**POSITION:** Executive Director

**ABOUT BECA:** BECA recruits, trains, and supports a diverse and committed team of volunteers to teach in our network of three partner-led Honduran bilingual schools. Our programs serve children in preschool through 9th grade, most of whom would not otherwise have the financial means to access a high quality bilingual education. We work in collaboration with our Honduran partners to provide high-quality instruction to more than 700 students in Northern Honduras. As BECA has grown since our earliest days, our grassroots model has been sustained by our robust partnerships between Hondurans committed to creating educational opportunities in their communities and English-speaking volunteers drawn to truly authentic service-learning and multicultural collaboration.

In Honduras, only 35% of students who complete primary school continue to the secondary level. Enrollment numbers at colleges and universities are lower still. In contrast, our graduates’ high school matriculation rate is 98%. By providing access to a high quality bilingual education, BECA’s students are equipped for success, providing them with access to much greater professional opportunities than they would otherwise be afforded. Our graduates are proof of our model’s efficacy. Working as engineers, doctors, translators, call center operators and teachers, they represent a new generation of active citizens in Honduras whose unique, multicultural and bilingual education has positioned them to access and create opportunities for themselves and our world.

Learn more about us at [www.becaschools.org](http://www.becaschools.org).

**ABOUT THIS MOMENT:** Honduras has been dealt many blows in recent years. Not only are COVID vaccinations happening at a slow pace but the country was struck by two devastating hurricanes in October 2020. Rebuilding infrastructure damaged by the hurricanes will undoubtedly take years. Schools across Honduras are still in virtual learning. Many families find themselves in even more dire economic straits - the unemployment rate remains double the already high rate it was before the pandemic struck and remittances have significantly decreased as a direct outcome of the global pandemic.

Simultaneously, BECA has realized one of our long time goals of ensuring that the teachers and leaders in our schools are majority Honduran - including many graduates of our partner schools. Now is a moment for ensuring that BECA’s support structures and professional development are aligned with the full realization of this important goal.

This moment offers BECA’s global family an invitation - to be in thoughtful partnership with our friends and family in Honduras to set the course for our future. For twenty years, BECA has operated as a labor of love fueled by the thousands of people who comprise our BECA family - school staff members and partners who have gone well beyond the confines of their expansive job descriptions; teachers and other
school staff who have given their whole selves inside and outside of the classroom; students who have welcomed and invested time and energy in life-long relationships with BECA’s team members; board members who have filled roles more typically held by paid staff; teaching alumni who serve as recruiters, champions, and donors; and the countless parents and caregivers at each of our partner schools whose actions and efforts are the sustaining force in bringing our collaborative vision to life.

BECA seeks an Executive Director who can lead our efforts to stabilize our programmatic efforts in this challenging moment in Honduras, and work to amplify BECA’s role in creating viable solutions in the region. We seek a leader who will call all BECA stakeholders together to develop and implement a strategic plan to ensure that BECA’s programming and resources are relevant, innovative, and sufficient for the moment and for the years ahead. **The success of our model will serve an incoming director well as the foundation upon which we seek to build a stronger base of support for our staff, students, teachers, and families during virtual learning and as we eventually return to in-person learning.**

We seek a visionary - with a proven record for moving effectively from ideas to action - someone who can ensure BECA centers the many strengths of our community partners, connects our global family in service of our vision, convenes needed conversations around strategy, models effective delegation, builds and grows strong relationships with donors, and ensures our team members are effectively equipped to collaborate with, learn from, and serve our students, families, and partners.

**POSITION DESCRIPTION:** Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for BECA’s staff, programs, and execution of our mission. They will initially develop deep knowledge of field, core programs, and operations, and will be responsible for fiscal management and integrity - operating within the approved budget, ensuring creative and maximum resource utilization, and maintaining a positive financial position.

**LOCATION:** Virtual. No fewer than 3-4 annual visits to Honduras will be important. **NOTE: BECA does not maintain permanent office space in the United States and is open to and enthusiastic about the possibility of BECA’s Executive Director residing in Honduras.**

**REQUIRED DUTIES:**

1. **Leadership, Program Management, and Operations:**
   Build and maintain staffing and volunteer recruitment infrastructure to ensure programmatic excellence, continued growth in the number of Honduran team members, rigorous program evaluation, effective internal communications, and integrity in stewardship of relationships and resources;

   Work with board and staff to ensure that BECA’s mission and vision is fulfilled through programs and strategic planning;
Support in-country staff in setting agendas for and planning regular partner convenings and coordination;

Collaborate with staff, in-country partners and other stakeholders to plan for and ensure processes and protocols for emergency management are implemented with fidelity.

2. **Board Governance and Development:**
   Develop, maintain, and support a strong Board of Directors reflective of BECA’s mission, vision, and values; serve as ex-officio member of any board committees; seek and build board involvement with strategic direction for ongoing operations.

   Lead BECA in a manner that supports and guides the organization's mission and vision.

   Communicate effectively with the Board and provide timely and accurate information necessary for the Board to make informed decisions and take appropriate actions.

3. **Financial Management and Fundraising:**
   Manage financial administration, fundraising and communication systems, and coordinate with BECA stakeholders to develop timelines and secure resources needed to achieve BECA’s strategic goals.

   Work with the board to develop a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

   Expand revenue generating and fundraising activities to support existing program operations and create opportunities for programmatic strengthening.

4. **Communications**
   Create and manage a plan for deepening and refining external communications—from web presence to social media, newsletters, and more.

   Publicize the activities of BECA, our programs and goals.

   Represent BECA in public-facing events and other such opportunities.

**SKILLS & QUALIFICATIONS:**

*Required:*

- Track record of effectively leading and scaling similar efforts; ability to point to specific examples of having developed and operationalized strategies that have taken an organization or initiative to the next stage of development.
• Excellence in organizational management with the ability to coach, manage, and develop teams, set and achieve strategic objectives, and manage a budget.
• Experience successfully working with a Board of Directors.
• Strong public relations and fundraising experience with the ability to engage across a wide range of stakeholders and cultures.
• Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
• Action-oriented, entrepreneurial, adaptable, and innovative approach to planning.
• Ability to work effectively in collaboration with diverse groups of people.
• Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
• Capable of operating creatively in a low-resource environment.
• Conversational English & Spanish language skills.

Preferred:
• Deep knowledge of Latin America, preferably Honduras.
• Background in pedagogical theory, classroom management, and teacher mentoring.
• Fluent English & Spanish language skills.
• Experience with budget creation and facilitation.

HIRING DETAILS: BECA’s board envisions working with the new Executive Director to ensure that our salaries/benefits reflect our commitment to our mission and to increasing long-term Honduran leadership and staffing. To start, salary range will be between $20K - $50K/annually (depending primarily upon cost of living in the country where the person resides). We also offer a stipend for work from home expenses and other costs.

APPLY: To apply or refer a potential candidate, please email a resume and cover letter to jobs@becaschools.org. Applications will be reviewed on a rolling basis. More information about our organization can be found at www.becaschools.org. Our most recent annual report is available here.

BECA is committed to fostering an environment of mutual respect where equal employment opportunities are available to all without regard to race, color, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, and any other characteristic protected by applicable law.