



SINGULAR HUMANITARIAN

Executive Committee Position

Finance & Legal

At Singular Humanitarian, we use **OURSELVES, OUR TIME, and OUR TALENTS** to affect generations across the world. Join our leadership to enhance many lives – including yours!



Candidate Profile:

We are looking for the next generation of leadership to help take us to new horizons. You may be a fit to help further our efforts if you:

- Love volunteering
- Understand sustainable humanitarian work
- Have a background in Finance or Accounting
- Are self-motivated
- Enjoy a challenge with great rewards
- Have a strong business acumen
- Are early in your career (early 20-30s/Millennial Generation)
- Are a great communicator and work well within a worldwide team
- Are dependable, loyal, and committed to deliverables

Your Role:

Singular Humanitarian's Executive Committee consists of three roles to support our Steering Committee. This collaborative team ensures the success of the organization. The Finance & Legal Executive ensures the financial success and safety of our nonprofit efforts. This is done in accountability with the Finance Director and is critical to our existence. *As a voting member of the Executive Committee, you are responsible for:*

- Financial success by monitoring the all budgets.
- Consulting and overseeing the Accounting Director's strategic plans and holding him/her accountable to deliverables.
- Maintaining our 501c3 non-profit status, tax returns (federal and state, as applicable), and filing the paperwork necessary to keep us compliant with regulations.
- Create a fund development plan for our sustainable growth.
- Ensure expedition success by helping to recruit and maintain expeditioners throughout the year.
- Work with CHOICE Humanitarian and participate in annual "Memo of Understanding" negotiations and any additional contracts.
- Create organizational effectiveness by participating in strategic decision-making with committees.
- Establish a relationship with a pro-bono legal advisor and maintain our relationship with our pro-bono bookkeeper.
- Manage relationships and business dealing with our tax accountant and financial institutions.

Your Time:

Singular Humanitarian is a 100% volunteer run organization. Future success is dependant upon individuals who extend their daily lives to do something more through:

- A two-year commitment on the Executive Committee
- Collaborative monthly Executive Committee calls
- Plan and participate in the Annual Leadership Retreat
- Monthly Steering Committee calls
- Support calls with the Finance Director
- Writing 1-2 grants for fundraising efforts annually
- Commit to go on an expedition, or two, or three!

Your Talents:

We aim for sustainability in all aspects of our efforts. We cannot exist without financial and legal accountability. This means your role is critical to the success of Singular Humanitarian. The following gifts are needed:

- Servant Leadership: create a volunteer culture
- Transparency: *inspiration* is based on *information*
- A love for accounting and finance
- Spirituality to make sure the Lord is included in the details of this work
- As a nonprofit, efficiency is key. Just as we don't waste water and supplies in a village, we need you ensure we have a sustainable future.
- Entrepreneurial experience: this is the chance to help run a nonprofit
- Great Writer = Grant Writer: grant writing is easy if you can tell a good story and pay attention to details
- Quick turn-around for invoices, payments, and budget reporting
- Have fun, be yourself, and become aware of the talents you can bring to Singular Humanitarian and all the lives you will touch

SINGULAR HUMANITARIAN

ORGANIZATIONAL STRUCTURE

