

## Associate / Executive Director

Greetings from e2D World School University. We are delighted to offer an Associate Executive Director position for our non-profit e2D World School University Inc. a non-profit organization dedicated to providing quality education and job opportunity for every person in the world. We are seeking an Associate Executive Director to join our team and help us achieve our mission. The successful candidate will have a strong background in volunteer and paid member onboarding and retention, grant writing, and maintaining sustainable growth for non-profit organizations.

### Responsibilities:

1. Volunteer and Paid Member Onboarding and Retention:
  - Develop and implement strategies for recruiting and retaining volunteers and paid members.
  - Create and maintain a positive and supportive environment for volunteers and paid members.
  - Provide ongoing training and support for volunteers and paid members.
2. Grant Writing:
  - Identify and research grant opportunities.
  - Write and submit grant proposals.
  - Maintain accurate and complete grant records and reports.
3. Maintaining Sustainable Growth:
  - Develop and implement strategies to increase revenue and ensure long-term sustainability.
  - Work with the Executive Director to develop and implement fundraising initiatives.
  - Monitor and analyze financial data to ensure financial stability.
4. Program Development:
  - Work with the Executive Director to develop and implement new programs and initiatives.
  - Manage and evaluate existing programs to ensure effectiveness and impact.
  - Monitor and report on program outcomes and impact.

### Requirements:

- Bachelor's degree in a relevant field (e.g., nonprofit management, business administration, public administration).
- Minimum of 5 years of experience in a leadership role in a nonprofit organization.
- Experience in volunteer and paid member management, grant writing, and nonprofit fundraising.
- Strong communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.

If you are interested, we would be happy to discuss this further. There is a two-step process to apply as an Associate Executive Director at e2D World School University-

1. Send us your CV via email with the following template-

**To:** support@e2deducationservices.org

**Subject line:** Associate / Executive Director\_[your name]\_[Institution]

**Attachment:** CV

2. Please fill out the below link for professional member registration:

<https://www.e-2-d.com/membership-subscription>

Kind regards,

Bari Kahar

Chancellor, e2D World School University

email: support@e2Deducationservices.org

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