

INGO Director

Location	Surkhet, Nepal
Start Date	Negotiable
Contract	1 year; full-time (option for renewal)
Salary	Grade 5
Benefits	All required benefits Dashain Bonus On-site accomodation and meals ¹
Leave	20 days a year (not including Saturdays, public holidays, sick leave, other leave)
Nationality	Nepali, foreign nationals may apply ²
Reports to	Executive Director (Head Office)

BLINKNOW FOUNDATION

A world where every child is educated, safe and loved.

The BlinkNow Foundation is a 501(c)(3) based in New Jersey which, through its country office in Nepal, oversees programs in rural Nepal including a school, a children's home, and a women's training center. We do this with our local implementing partner, Kopila Valley Sewa Samaj, and through close ties with the local community. Our mission is to change the world by empowering Nepal's children.

Every day we strive to create a sustainable organization working to educate all of Kopila's children until they are ready to enter the world as happy, skilled, confident, self-sufficient, and English-speaking adults. We believe we can serve as a model for quality education in Nepal. We will strive to provide our children with scholarships (should they choose to pursue higher education), and the skills required to enter world as global citizens, and ambassadors for change.

¹ Offered to non-local applicants only

² Please note that benefits may differ for foreign applicants

POSITION SUMMARY

The INGO Director is a new leadership position that will elevate the Nepal Country Office to a higher standard of operations, and ensure that our organization achieves excellence in all that we do. This will involve guiding the team through a crucial period of transition, and setting up systems, policies, and procedures for future operations. The INGO Director will be responsible for building strong relationships with partner organizations, ensuring compliance with government regulations, and creating BlinkNow's legacy in Nepal as a sustainable organisation providing world class educational programs for the future leaders of Nepal. Based in Surkhet part-time, and working under the Country Representative, this person will be captaining the ship as we finalise and implement the organisation's ten-year strategic plan, and graduate our education programs to our new flagship multi-million dollar campus.

ROLE DESCRIPTION

- Providing organisational oversight to Kopila Valley Sewa Samaj, including operational, financial, legal, compliance, structural, and all other areas of oversight required to ensure strong governance
- Implementing all legal requirements for continued operation in Nepal, including working with the Social Welfare Council of Nepal (SWC) for all General Agreements, Project Agreements, and meeting all subsequent requirements (including DPAC/CPAC meetings)
- Building and maintaining crucial relationships with national government agencies and officials, local governments, and other key partners
- Guiding Kopila Valley Sewa Samaj in building capacity from the board level down
- Developing mutually beneficial partnerships with organisations both nationally and internationally, always considering our mission to inspire others
- Building and maintaining a strong relationship with the leadership of Kopila Valley Sewa Samaj to ensure the continued success of our joint project in Surkhet
- Working closely with the Program Director to navigate the BlinkNow Country Office Nepal through the current period of transition
- Exploring promising relationships and researching the possibility of developing Kopila Valley and BlinkNow as providers of a world class public private partnership (PPP) model
- Implementing and updating BlinkNow's strategic plan, following the review schedule

- Collaborating with the Program Director to create and implement a monitoring and evaluation schedule
- Ensuring that all administrative monthly reporting is complete and submitted to the head office in a timely fashion, including any data required
- Ensuring that both BlinkNow Nepal and Kopila Valley Sewa Samaj are following all relevant laws of the country of Nepal
- Providing oversight of BlinkNow Nepal and Kopila Valley Sewa Samaj financial operations, and ensuring that BlinkNow funds are used in an appropriate manner
- Creating an organization-wide procurement policy and ensuring that it's followed
- Making all hires and building capacity as required to navigate this period of transition and growth for BlinkNow in Nepal

REQUIREMENTS

Education	Master's degree in a relevant subject preferred
Experience	5 years professional experience
Language	Fluent in English, Nepali
Other Qualifications	None required

KEY CHARACTERISTICS

- You believe that we can change the world, in the blink of an eye
- You believe in making decisions that put children first
- You are self-motivated, organized, and approachable
- You enjoy creating systems, keeping records, and increasing efficiency
- You are always looking for new ways for our team to work smarter instead of harder
- You are detail-oriented and conscientious. You make sure nothing slips through the cracks
- You have a strong work ethic and a willingness to pick up new skills. You are comfortable multi-tasking
- You are experienced and comfortable talking with a wide range of people from nursery children to government ministers

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- You are positive, patient, and a clear communicator who is comfortable working with both Kopila Valley staff in Nepal and the BlinkNow staff in the United States
 - You are an empathetic person, with a knack for putting out fires before they start and soothing conflicts brewing beneath the surface
 - You require little supervision and are flexible. You understand that you will be wearing many hats in this role, many of which are not explicitly included in this job description