



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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**CHIEF EXECUTIVE OFFICER  
MIDDLE EAST EDUCATION THROUGH TECHNOLOGY (MEET)  
JERUSALEM, ISRAEL**



## PERFORMANCE PROFILE

*MEET is a high performing and entrepreneurial organization that is successfully breaking down cultural and ethnic barriers between young Israelis and Palestinians. We're seeking an entrepreneurial leader with a desire to apply their business savvy, dynamism, passion for the nonprofit sector and creativity to grow our organization. Working collaboratively with a dedicated board of directors, this organization will continue to have a lasting impact on Middle East relations and connect donors from around the globe to a cutting edge program in Jerusalem. Preference will be given to candidates with international experience, work in a high performing organization, a clear commitment to the Middle East, and fund development experience.*

## BACKGROUND

Middle East Education through Technology (MEET) is an innovative educational Non-Profit-Organization aimed at creating a common professional language between Israeli and Palestinian young leaders. Working together with the Massachusetts Institute of Technology (MIT), MEET's unique educational program uses top-level technology and business learning to develop bonds between its students while empowering them individually and as a group to create positive change within their own communities.

After six successful years in operation, MEET is seeking a Chief Executive Officer (CEO) to lead the organization in an exciting period of growth. This position is located in Jerusalem, Israel.

Additional information on MEET can be found at <http://meet.mit.edu/>

## POSITION OVERVIEW

The CEO is the most senior management position at MEET and reports directly to the executive board with program development, supervisory, and managerial responsibilities over all international personnel, programs and policies. The CEO provides the vision and leadership in developing long-term strategies conceptualizing new programs, mentoring and training staff ensuring effective program support and administration, monitoring overall program performance.

The CEO will focus on developing and strengthening the MEET program and organization, leading it towards future growth through the following functions:

### Management and Leadership

- Provide visionary leadership to a team of employees and volunteers; Enhance the positive and creative work environment and organizational culture; Serve as a mentor and leader paving a path for achievement; Monitor performance and be fully accountable for results.

### Build Organizational Capacity

- Strategically build upon existing organizational infrastructure to increase capacity for the development of additional educational programs; Develop hiring strategy to grow team internationally; Strengthen financial infrastructure to support growth initiatives.

## **Resource Development and Fundraising**

- Lead major growth fundraising efforts; Cultivate relationships with existing and new private, corporate and institutional donors; Strengthen MEET's brand; Recruit and develop a professional development team to support outreach activities.

## **Program Development**

- Partner with Board, employees and MIT volunteers to develop curriculum and MEET's educational value proposition; Oversee the creation of new curriculum and the delivery of innovative programs; Evaluate the progress of current programs and develop strategy and impact models for future program delivery.

## **Financial and Operational Oversight**

- Manage day to day organizational budget; Manage long and short term financial planning; Regular evaluation of financial standing through the creation of metrics and reporting; Oversee all organizational operations and programs; Creative use of resources to produce cost effective methods of achieving success.

## **PERFORMANCE OBJECTIVES**

After 12 months in the role, the successful candidate will have accomplished the following:

- **Organizational capacity.** Develop, implement and adhere to organizational policies and procedures that move MEET from start up to established organizational life cycle stage. Build organizational infrastructure to support growth.
- **Program development.** Assess quality and outcomes of existing programs. Develop quantitative and qualitative measures to demonstrate impact.
- **Fund development.** Assess current revenue sources and development base of support. Develop plan to increase revenue, identify new donors and build plans to support future growth.
- **Planning for the future.** Develop plan for future operations including annual goals, targets and accountabilities. Manage to the plan and adjust annually as necessary.
- **Human capital.** Assess staff in place currently and develop plans for building staff to support future growth.
- **Board and external relations.** Work to recruit, build and maximize the contributions of new and existing board members.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The ideal candidate has a blend of the following:

- Bachelor's degree required, graduate degree a plus
- Minimum 3 years of proven track record managing an organization/business unit with at least a \$250K budget and a team of 3 or more
- Prior successful experience with fundraising or sales
- Mastery of the English language, knowledge of Hebrew/Arabic language a plus
- Superb communication and leadership skills - ability to communicate a clear and consistent message to lead and motivate an international team of employees, volunteers and supporters
- Proven success building organizational capacity
- Experience in, and comfort with data-driven decision making
- Experience working in an international organization or setting strongly preferred
- Ability to develop and cultivate sustainable relationships with all stakeholders
- Demonstrated success in leading a group, unit, or organization
- Superb organizational skills, ability to lead critical processes within a growing organization
- High level vision and strategic planning abilities
- Excellent presentation & sales skills

## **COMPENSATION**

This position has an attractive high five figure compensation package, use of an automobile in Israel, cell phone, comprehensive health benefits and modest relocation package.

## **TO APPLY**

Individuals wishing to discretely discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or [towens@deweykaye.com](mailto:towens@deweykaye.com). Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: **CEO, MEET (#164-MH687)**.

***If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.***

*Middle East Education through Technology is an Equal Opportunity Employer.*