Executive Director

Global Friends Coalition (Grand Forks, ND)

- Full-Time position
    - Salaried (Exempt)
    - Full-time: $50,000 - $60,000/Year

Submission due by Monday, November 16, 2026

About Global Friends Coalition

Founded in 2008, Global Friends Coalition is a nonprofit organization resettling refugees and providing services to New Americans in the Greater Grand Forks community. Our mission is fostering successful New American integration and to promote a more welcoming community. We provide direct service to new refugees. We recruit, orient, and place volunteers in homes, and in schools. We have three state funded grants: refugee school impact/youth mentoring grant, a behavioral health grant, and a grant specifically to oversee required refugee medical screenings that are to occur within the 1st 90 days of a refugee's arrival. We offer immigration legal services, and we coordinate community outreach presentations and events.

Full Job Description

Global Friends Coalition is currently seeking an executive director who will be a leader driving the mission to foster New American integration through work with individuals, families, and the Greater Grand Forks community. Reporting directly to the Board of Directors, and working closely with the president and vice-president in setting board agendas, the Executive director oversees a staff of five, providing vision, operational management, fiscal oversight, regulatory compliance, volunteer program support, and active community advocacy. Due to the smaller staff size, the director is responsible for overseeing the mission as well as participating in some of the day-to-day activities.

Essential Responsibilities & Duties

- **Strategic Direction and Governance**
    - Develop and maintain a thorough knowledge of the U.S. Refugee Resettlement Program.
    - Collaborate closely with the Board on strategic vision, mission, and long-term goals.
    - Lead the organization in implementing the Board-approved strategic plan and advancing its strategic vision, translating priorities into action and monitoring progress toward established goals.
    - Partner with the Board in recruiting, onboarding, and orienting new members.
    - Assist Board committees and prepare meeting agendas and provide administrative support.
- **Resource Development and Financial Oversight**
    - Assist in establishing an annual budget and coordinates IRS Form 990 filings with the accountant.
    - Research and write private foundation, state and federal grants.
    - Cultivate relationships with donors and individual supporters.
    - Help to plan and execute fundraising events and activities (i.e. year-end giving, Giving Hearts Day).
- **Staff Leadership and Operations**

    - Hire, orientate, educate, evaluate and supervise qualified, mission-aligned staff who all report to the executive director and include our youth coordinator, Integration specialist, immigration specialist,refugee medical screening coordinator, and custodian.
    - Provide support to staff to foster collaboration and a community/team approach to accomplishing the mission.
    - Develop and deliver progress updates to partners and State leaders in resettlement.
    - Communicate with the State Refugee Coordinator and the State Refugee Health Coordinator.
    - Identify professional development opportunities for staff.
    - Oversee facility maintenance and physical operational needs.
    - Attend meetings coordinated by the state to share plans, learning, and opportunities for partnerships with others.
- **Volunteer Program Support**
    - Provide support and resources for the youth coordinator who works closely with volunteers.
    - Help to plan and organize an annual volunteer recognition event.
- **Community Engagement, Marketing & PR**
    - Serve as the primary public spokesperson and representative for the organization.
    - Help plan and organize community outreach events (i.e. World Refugee Day, Annual Community Picnic).
    - Communicates with local organizations and community leaders, keeping them apprised of what is happening regarding New Americans, and also striving to build new partnerships.
    - Work with staff to keep the website up-to-date.
    - Work with staff to compile an annual report.
    - Assists with the organization's social media (currently mostly just Facebook), and the monthly electronic newsletter.
- **Compliance & Documentation**
    - Prepare the documentation needed to submit with grant reimbursement requests.
    - Ensure that all electronic and/or hard case files and databases are maintained and accessed in accordance with policies and guidelines.
    - Participate in required state calls and meetings.
- **Team Participation**
    - Maintain ongoing communication with the board, staff, and clients.
    - Participate in quarterly stakeholder consultation meetings as required by the State Refugee Coordinator.
- **Hands-on duties**
    - Prepare deposit slips and take any funds that come into the office to the bank.
    - Pay bills (i.e. credit card, interpretive services, databases for background checks, and volunteer hours.)
    - Write thank you letters, notes, emails to supporters.
    - Visit with supporters.
    - Work closely with the accountant to prepare reimbursements and monitor budget spending.
- **Other duties that arise**

Qualifications

- **Required**
    - Nonprofit Operations & Staff Leadership: Experience or strong interest in nonprofit management, including supervisory experience, team coordination, or leading collaborative group efforts. Candidates with transferable leadership skills from other settings are encouraged to apply.
    - Grant Stewardship: Familiarity with financial oversight and budgeting, along with experience or aptitude for managing grants, trackable projects, or restricted funds (including monitoring expenses and meeting reporting requirements).
    - Financial Management: Enthusiasm and experience in fundraising and willingness to bring new ideas towards these efforts.

    - Cross-Cultural Communication & Outreach: Strong interpersonal skills with a demonstrated ability to build relationships and communicate thoughtfully and effectively with individuals from diverse cultural and background experiences.
    - Written & Interpersonal Communication: Strong written and verbal communication skills, with the ability to express ideas clearly and tailor messaging thoughtfully for different audiences.
    - Valid North Dakota driver's license, auto insurance, and reliable access to personal vehicle that can transport clients if needed
    - Proficiency in basic computer skills (Microsoft Office, Zoom/MS Teams, email, and the ability to learn to navigate the required database platforms)
    - Proficiency in basic data tracking and input (into state refugee database)
    - Ability to pass a criminal, driving, and child protection screening.
    - Global Friends Coalition is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.
- **Preferred**
    - Bachelor's degree ***or equivalent experience*** in education, social work, business, psychology, or related field
        - **A comparable amount of cross-cultural experience and/or training may be substituted for a degree**
    - Experience coordinating programming and/or events
    - Experience working with diverse populations and other cultures
    - Experience working with people who do not speak English as their first language
    - Training/knowledge in trauma-informed care
    - Bilingual in English and another language

Benefits

- Paid sick leave
- Paid time off
- 11 paid federal holidays
- Reimbursement for mileage in personal vehicle (at federal mileage rate)
- Cell phone allowance

Work Environment / Schedule

- Regular work hours are 9:00am - 5:00pm, Monday through Friday, but must be able to work a flexible schedule to meet organization's needs. Some evening and weekend work required (i.e. speaking and cultural events).
- A reliable personal vehicle is required. Work-related mileage is reimbursed at the federal mileage rate (currently $0.70/mile).
- Comfortable working in the homes of New Americans is required.
- Work environment includes working at the office of Global Friends in Grand Forks, could entail meeting clients in the homes, doing outreach work and offering programming in the community.
- Physical requirements may include carrying up to 25lbs, loading and unloading items, standing and carrying items.
- **All new employees start with a three-month probationary period, after which a conversation about the role is held to make adjustments for success.**

Application Requirements:

- Cover Letter
- Resume with relevant experience and qualifications

Please email application materials to:

careers@gfcoalition.org