

Director of Expeditions & Events

The Director of Expeditions and Events leads all efforts to create meaningful experiences for our donors and volunteers. This individual is crucial in planning, coordinating, and executing international expedition trips and fundraising/donor engagement events for Mothers Without Borders. This position requires leadership skills, logistical expertise, cultural sensitivity, and a passion for Mothers Without Borders' mission. This individual will coordinate the execution of the expedition and events strategy through team leaders, staff, volunteer participants, advisory board, and board members.

Expedition Key Responsibilities:

- **Expedition planning:**
 - Collaborate with relevant stakeholders to design and plan international expedition trips aligned with Mothers Without Borders goals and objectives.
 - Conduct thorough research on cultural norms, travel advisories, emergency protocols, security measures, and environmental considerations.
 - Develop detailed itineraries, risk assessments, and contingency plans for each expedition.
 - Determine the number of teams each year, which type of trips we offer, assign Team Leaders, determine program fees, trip dates, etc.
 - Work with the Design Team to create content that represents MWB Expeditions well.
 - Oversee the training of Expedition Team Leaders and volunteers both in the US and in Zambia
 - Fill each team to the desired capacity
 - Prepare each volunteer for their experience
 - Ensure that each team has the best experience possible
 - Follow-up with each volunteer afterward
- **Logistics Management:**
 - Oversee all logistical aspects of expeditions, including transportation, accommodation, food, activities, and equipment.
 - Work with a travel agent to arrange all travel bookings for TLs and staff.
 - Coordinate with MWB Zambian colleagues to ensure seamless operations during the expeditions.
 - Monitor and manage expedition budgets to ensure cost-effectiveness
- **Volunteer Teams**
 - Recruit, train, and lead volunteer or corporate expedition teams, fostering a collaborative and inclusive team culture.

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- Guide and support volunteers, ensuring their safety, well-being, and adherence to MWB's policies.
- Conduct pre-trip, during-trip, and post-trip briefings and debriefings to communicate expectations, support the processing of experiences, and gather feedback.
- Manage team data
 - Ensure the expedition application process is easy and practical and assign new applicants to specific teams.
 - Create, manage, and update all team applications, forms, spreadsheets, and documents.
- **Risk Management:**
 - Implement comprehensive risk management strategies with the Zambian director, including emergency response plans and medical protocols.
 - Stay informed about expedition locations' political, social, and environmental conditions, adjusting plans accordingly.
- **Documentation and Reporting:**
 - Maintain accurate records of expedition details, including participant information, expenses, and evaluations. Platforms used include google docs and wordpress.
 - Prepare and submit timely reports highlighting achievements, challenges, and recommendations to the CEO.

Events Key Responsibilities:

- Take complete ownership of the annual Fundraising Gala in Utah, including creating the strategy, managing all logistics, leading the team and budget, and evaluating the results.
- Plan smaller fundraising and donor engagement events throughout the year to drive awareness and funding to Mothers Without Borders.
- Work closely with the finance team to create and manage event budgets.
- Track and report on expenses, ensuring transparency and accountability.

Leadership Key Responsibilities:

- Be an active member of the MWB Leadership Team and report on progress monthly
- Infuse MWB's values throughout the Expeditions and Events Department
- Own and manage the Expeditions and Events Department Budget

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Qualifications:

- Bachelor's degree in a relevant field (e.g., International Development, Outdoor Leadership, Nonprofit Management).
- Proven experience leading international expeditions, preferably with an NGO or in a cross-cultural context.
- Proven experience in event creation and management.
- Wilderness First Responder or equivalent medical certification is ideal.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work in challenging and diverse environments.
- Commitment to the values and mission of Mothers Without Borders

Who you are:

You think through every last detail.

You approach your work from a space of intention rather than reaction. You can think through a participant's perspective and are committed to creating life-changing experiences.

You love people.

You're excited to work with others and enjoy bringing people together to achieve a goal. People enjoy working with you because they know they can trust you. When people make mistakes, you are good about pointing them out immediately in a friendly, constructive way.

You're a leader.

You are skilled at accomplishing things and getting them done. You can run multiple work streams. You can provide leadership to peers and partners. You help each person you lead feel empowered and connected to our work.

You're self-motivated.

You don't need others to identify the problems that must be addressed. You strongly desire to do all you can to help Mothers Without Borders continue to thrive.

Location & Compensation:

- This position can be remote, or you can work from the Provo, UT office. It also involves travel for Team Leader Training and travel to Zambia during a team experience.

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- This position is full time, salaried, with retirement, health, and travel benefits available. Salary is competitive, based on experience and situation.
- This position reports directly to the CEO.

Mothers Without Borders is an equal-opportunity employer. We encourage candidates from diverse backgrounds to apply.

Application Deadline: December 8, 2023

To apply, please send your resume, cover letter, and two professional references to scott@motherswithoutborders.org.