



BENEBIKIRA
SISTERS FOUNDATION

EXECUTIVE DIRECTOR POSITION

ABOUT THE ORGANIZATION

The mission of the Benebikira Sisters Foundation (BSF) is to support the Benebikira Sisters, an indigenous Catholic order of nuns in Rwanda, which improve the lives of war-affected individuals in Rwanda. BSF raises awareness and funding to enable such organizations to expand their work, particularly in education, health care, and to ultimately help bring about reconciliation in Rwanda and the region.

EXECUTIVE DIRECTOR POSITION - RESPONSIBILITIES

Executive Director coordinates all of the operations of the foundation and the two major initiatives of the foundation in the building of Our Lady of the Angels School in Kigali, Rwanda and the Benebikira Scholarship Program, which sponsors each student at the school annually. This is a part-time position which requires 20 hours per week. The Executive Director should possess the following skill-set:

- Articulate the mission and vision of the foundation to current and potential benefactors
- Fundraise for foundation's initiatives and coordinating all marketing communication
- Oversee foundation's financial and legal operations
- Serve on the Board of Trustees as an ex-officio member
- Facilitate the Benebikira Sisters Foundation Scholarship Board
- Travel annually to Rwanda to collaborate with Benebikira Sisters

REQUIREMENTS

- Bachelors Degree required and Masters Degree preferred
- Previous experience in leadership and fundraising
- An entrepreneurial spirit and sense of being a self-starter
- Practicing Roman Catholic preferred

SUBMISSION OF MATERIALS

Send cover letter and resume electronically to Elaine Mueller, Member of the Board of Directors, at elaine.mueller@ignatius.org by December 1st, 2012.

MORE INFO ON THE BENEBIKIRA SISTERS

Founded in 1919, the Benebikira Sisters, the first indigenous religious order in Rwanda, have been helping those most in need in the region. They currently educate over 5000 students (80% of them girls) in 7 primary schools and 13 secondary schools, supervise the catechetical teaching in 3 of the 9 dioceses in Rwanda, run or work in hospitals and health centers, run 3 orphanages for 375 children of the Genocide, and staff or operate guesthouses throughout Rwanda. Following the Rwandan Genocide of 1994, the order of over 350 Sisters has become vital to the effort to rebuild a nation that is still struggling to recover from the personal and structural damage that occurred over a decade ago. A local order, The Benebikira Sisters remained in Rwanda when other orders fled. In the immediate aftermath, they acted quickly to provide hospitality to the Jesuits whose works were destroyed and took care of other convents. Many of the Sisters also became the only living adults in their extended families and had to assume the role of parent for all of the orphans in their families. In the village of Save, they managed to shelter over 350 people in their church for two and a half months. Twenty Benebikira Sisters were killed during the Rwandan Genocide.