

Executive Director/ Consultant | International Nonprofit

Himalayan Youth Foundation

Part-time | Remote | Orlando/Winter Park, FL (initially hybrid)

[LinkedIn profile](#)

www.himalayanyouthfoundation.org

This role is for a part-time paid consultant who is passionate about children's health and education.

About the Organization

At Himalayan Youth Foundation (HYF), we believe education is the single most transformative force in a child's life — breaking cycles of poverty and opening paths to opportunity.

We are HYF; a U.S.-based nonprofit organization with the mission of transforming the lives of underprivileged and orphaned children of the Himalayas through education.

Each year, HYF transforms the lives of over 200 children in Nepal and Bhutan. Our international community of approximately 100 sponsors — from the U.S., U.K., and Europe — provides housing, K-12 education, mentorship and career training to our children. In addition, our sponsors often form long-lasting relationships with the children they support.

Now in our 23rd year, HYF celebrates a remarkable track record: more than 500 of our children are now “alumni” — independent adults with thriving careers in their home countries who can also support raising their own families.

See our children and hear from our sponsors at www.himalayanyouthfoundation.org

The Opportunity

This role is for a fundraising Executive Director who is a part-time consultant. After 23 years of volunteer leadership by our co-founder and president, HYF is hiring our first paid Executive Director position. This is an extraordinary opportunity to build on a widely respected legacy to guide the organization into its next stage of global impact, sustained by an international network of donors.

The co-founder will remain active by supporting the new Executive Director, offering introductions to key donors, and remaining available as a resource to ensure the new Executive Director's success.

Position Overview

Title: Executive Director

Type: Part-time, consulting contract (approx. 15 hours per week)

Compensation: \$25,000–\$30,000 annually

Location: Remote. Initially Florida-based; hybrid in-person time in the Orlando/Winter Park area approx. 1–3 times per week.

Timeline: Applications due November 30, 2025; starting date by end of 2025.

Ideal Candidate Profile

As the Executive Director, you believe in education for children in developing regions. You have strong relationship-building skills, along with communication and self-management and skills.

As the successful candidate, you have:

- Proven success in fundraising, donor relations, or nonprofit management.
 - Strong communication and interpersonal skills across diverse cultures and geographies.
 - Experience working on or with a nonprofit Board of Directors.
 - Comfort operating independently within a small, entrepreneurial organization.
 - The ability to think strategically while managing day-to-day responsibilities.
 - Understanding of the fundraising cycle and legal requirements for soliciting and managing donations.
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Key Responsibilities

Fundraising & Donor Engagement

- Lead all fundraising and sponsorship efforts to achieve \$325,000 in annual contributed revenue in the first year, fiscal 2026. (For context, this is roughly the same goal as the 2025 and 2024 annual contributions achieved.)
- Cultivate and steward relationships with nearly 100 current sponsors, major donors, and prospects in the U.S., U.K., and Europe.
- Build new pathways for donor growth, potentially to include digital campaigns, planned giving, corporate partnerships, and refinements to the current sponsorship model.

- Oversee current donor communications staff and ensure that strong stewardship systems are in place.

Leadership & Strategy

- Partner closely with the Board Chair to develop and implement HYF's strategic goals.
- Supervise and support the two part-time contractors responsible for administration/finance and marketing/communications.
- Guide the organization toward long-term sustainability and international growth.
- Work collaboratively with the Board and co-founder to ensure a seamless leadership transition.

Operations & Governance

- Manage annual budgets and ensure strong fiscal oversight.
- Maintain transparent communication with the Board regarding progress, challenges, and opportunities.
- Strengthen operational systems and processes as the organization evolves.

Measures of Success

Performance and future compensation growth will be based on mutually defined goals in:

- Fundraising outcomes and donor retention.
- Expansion of the donor and sponsor network.
- Effective leadership transition and collaboration with the Board.
- Clear, consistent communication and reporting.

HYF welcomes applicants from all backgrounds. We will select the Executive Director based on experience, capability, commitment, and alignment with our mission — not on formal education, credentials, or demographics. We value diverse experiences and perspectives that strengthen our global community.

To Apply

To apply or learn more, please email nhk@capgroup.com with an expression of interest or send **cover letter, résumé, or LinkedIn profile** to apply. Applications will be accepted until **November 30, 2025**, with an expected start date by year-end, December 31 at the latest.

Why This Role Matters

As our next Executive Director, you'll inherit a trusted network, a sustainable donor base, and a powerful mission — to shape the future of Himalayan children through the simple act of caring for their education.