

Executive Director – Ulster Project Delaware

Organization: Ulster Project Delaware (UPD)

Location: Wilmington, Delaware (Hybrid: on-site and remote work)

Reports to: Board of Directors

Position Type: Part-time

About Ulster Project Delaware

Ulster Project Delaware, Inc. (UPD) is a nonprofit organization dedicated to fostering peace, understanding, and reconciliation among youth from Northern Ireland and Delaware. Since 1976, UPD has brought together Catholic and Protestant teenagers from Northern Ireland with American teens from Delaware for a month-long program of cultural exchange, leadership development, and service. Through shared experiences, meaningful dialogue, and community engagement, UPD empowers young people to become ambassadors of peace in their own communities.

Position Summary

The Executive Director serves as the chief executive and administrative officer of Ulster Project Delaware, Inc. responsible for leading and managing all aspects of the organization's operations, programs, fundraising, and community partnerships. The Executive Director works closely with the Board of Directors to advance UPD's mission, ensure program excellence, maintain financial sustainability, and strengthen the organization's visibility and impact locally and internationally.

Key Responsibilities

Leadership & Strategic Management

- Provide visionary leadership aligned with UPD's mission, values, and long-term goals.
- Implement strategic and operational plans in collaboration with the Board.
- Supervise and support staff, volunteers, and committees to ensure effective program delivery.
- Foster an inclusive and positive organizational culture grounded in collaboration and respect.

Program Oversight

- Plan, coordinate, and oversee the annual summer host program and related activities.
- Liaise with Ulster Project partner organizations in Northern Ireland.
- Ensure all program logistics (travel, housing, events, safety, etc.) are managed effectively.
- Evaluate program outcomes and continuously improve the participant experience.
- Have availability for occasional evening, weekend, and summer program events.

Fundraising & Financial Management

- Develop and execute a comprehensive fundraising strategy, including donor cultivation, sponsorships, grants, and events.
- Prepare and manage the annual budget in partnership with the Treasurer and Board.
- Ensure compliance with financial policies, reporting, and nonprofit regulations.

Community Engagement & Communications

- Serve as the public face and spokesperson for UPD in the community and media.
- Build and maintain partnerships with schools, churches, civic groups, and local businesses.
- Oversee marketing, social media, and outreach efforts to grow awareness and participation.
- Strengthen alumni engagement and volunteer networks.

Board Relations

- Serve as the primary liaison between the Board and the organization's operations.
 - Provide regular updates, reports, and recommendations to support informed governance.
 - Assist in board development, recruitment, and training as needed.
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Preferred Qualifications

- Bachelor's degree in nonprofit management, education, international relations, or related field.
- Minimum 5 years of leadership experience in a nonprofit, youth development, or cross-cultural organization.
- Proven track record in fundraising, budgeting, and community relations.
- Strong interpersonal, communication, and organizational skills.
- Commitment to peacebuilding, youth empowerment, and intercultural understanding.