Founder & Executive Director (Proposed)

Location: Michigan, USA · First operating region: Purbalingga, Indonesia · Reports to: Board of Directors · Status: Draft for board review

About Rebuild Horizons

Rebuild Horizons is an emerging Michigan-based charitable initiative preparing to restore essential public infrastructure in partnership with communities, responsible authorities, and qualified local professionals. Its first proposed operating area is Purbalingga, Indonesia. The organization intends to seek U.S. 501(c)(3) recognition; formation and tax-exempt status should not be assumed before approval.

Role Overview

The Founder establishes the mission, strategic direction, organizational culture, and partnerships of Rebuild Horizons. If formally appointed as Executive Director by the Board, the individual also leads authorized day-to-day operations, supervises managers, and implements board-approved plans. Founding the organization does not, by itself, grant unlimited legal or financial authority.

1. Mission, strategy & responsible growth

- Translate the organization's mission and values into realistic multi-year priorities and annual plans.
- Oversee the proposed Purbalingga pilot, prioritizing community-identified needs, technical safety, feasibility and long-term maintenance.
- Advance growth only after the organization can demonstrate credible results and adequate operational capacity.

2. Leadership, staff & organizational culture

- Directly supervise the Project Development & Community Relations Manager and Social Media & Advertising Manager, subject to board-approved staffing plans.
- Set clear expectations, support professional development, and model calm judgment, respect, dignity and humility across all levels of employment.
- Maintain reporting channels where employees and community members can raise concerns without retaliation.

3. Governance, legal & financial stewardship

- Report regularly to the Board of Directors on results, risks, fundraising, and financial performance.
- Implement approved financial controls, documentation standards, procurement procedures, and restricted-donation accounting.
- Work with qualified U.S. and Indonesian advisers on incorporation, charity registration, payroll, construction, tax and cross-border compliance.
- Do not approve your own compensation or override restrictions on board-reserved decisions.

4. Project partnerships & delivery

- Authorize preliminary outreach and technical due diligence within the scope delegated by the Board.
- Develop constructive relationships with residents, government departments, facility leaders, property owners, and qualified contractors.
- Require documented site permissions, budgets, contracts, inspections and handover/maintenance arrangements before major commitments.

5. Fundraising, communications & transparency

- Lead ethical fundraising strategy and donor stewardship only where lawfully authorized.
- Review public messaging for factual accuracy; distinguish proposed projects and budgets from verified operations and actual spending.
- Ensure that site photography, financial reporting, and community stories protect privacy and dignity.

Authority & Oversight

The Founder reports to the Board. The Board retains responsibility for governance, major transactions, conflicts of interest and executive compensation. Any delegated spending/signature limits must be approved in writing. The Founder must disclose conflicts and recuse themselves from decisions involving their own pay or related-party benefits.

Measures of Success

Safe, feasible projects; documented community benefit; sustainable funding and staffing; truthful public reporting; timely board communication; and a respectful, accountable workplace.

Compensation & Classification

Any salary or benefits must be approved in advance by disinterested board members using appropriate comparability evidence, documented in minutes, and processed through compliant payroll. Full-time, part-time, or unpaid status is determined by board approval and actual operational needs.

Rebuilding Today, Empowering Tomorrow. · Every contribution accounted for. Every project documented. Every community heard.