



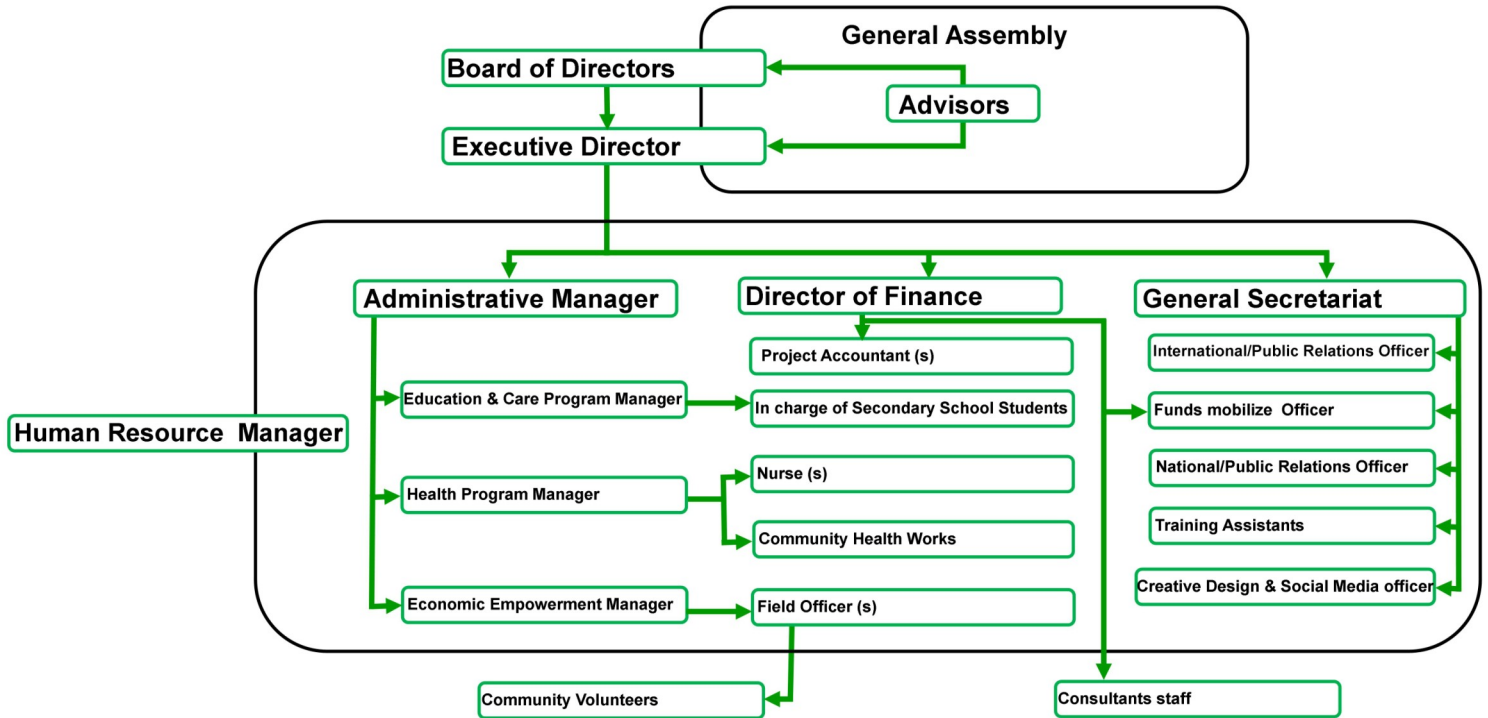
Home for Hope Foundation

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Home for Hope Foundation Organization Structure



This Structure has three main parts:

I. Top Management

The top management of an NGO consists of four entities - The **General Assembly**, The **Board of Directors**, **Advisors** and the **Executive Director**.

The main and brief Job description for top management:

Responsible for planning, organization, direction of the organization's operations and programs. Develops and implements consistent inventory and cost accounting policies, procedures, and operational reporting/metrics. Oversees and reports on the organization's results for board of directors

II. Staff Members

Administrative manager and program managers may have several staff members assisting him/her to perform well the task and duties, the finance office is working independent to the staffs but it works closely with Executive Director and the board members

The main and brief Job description for Staff Members:

Fundraising planning, Securing financial support, Implementation of the projects, Running other projects to ensure the organization meets its annual goals, making clear the image of NGO, ensure the very good communication, Creating events for donors.....,

II. Volunteers & Consultants

This is the main part of our NGO to perform well and on time the different tasks and duties of a given Project.

Duties of Volunteers: completing tasks assigned by the supervisor, upholding the organization's values, and maintaining a high degree of professionalism with all stakeholders.

Duties of consultant is mainly their to assist with creating solutions for any issues the nonprofit might be facing, Aid with fundraising, help the organization to grow, create a plan for expansion for special products,.....