



IFYE Association of the USA, Inc.
Peace Through Understanding

IFYE USA Executive Director Application Process

Position Posting: March 2, 2017

Application Deadline: Open until Filled. First Application Review beginning April 8, 2017.

Please submit the following application materials in electronic pdf format. Please number all multi-page documents:

- **Letter** of Application, addressed to the “IFYE USA Executive Director Search Committee” describing:
 - Interest in position
 - How your work experience prepares you for this position
- **Supplemental Application (See Attached)**
- **Résumé** detailing work experience and academic preparation
- **List of 4 references** with contact information including email and telephone. Include references who can speak to your work experiences, professional and personal attributes. Include a supervisor, an individual who reported directly to you if applicable, and a peer/colleague/fellow Board member if appropriate.

Please label all application materials with first initial, last name, and type of document: for example JJJames Résumé.

Official Transcripts may be requested/required for the finalists.

Submit application materials in electronic/pdf format to: exd@ifyeusa.org.

Please send any questions to Victoria Warren, IFYE USA President at vwarren@ifyeusa.org.

IFYE USA Executive Director Supplemental Application

Please describe your experiences, successes and specific skill sets in the following areas. Responses to these seven areas not to exceed seven (7) pages in font size not less than 11 point.

1. Commitment to cultural competence/global citizenship and knowledge/experience with IFYE or similar programs
2. Experience and successes in fundraising and resource development
3. Experience in organizational/corporate fiscal, legal, and financial management
4. Experience in 501(c)(3) non-profit corporation/organization and/or leadership
5. Experience in working with a Board of Directors
6. Experience and successes in marketing and public relations
7. Experience/Skills in electronic communications technology