



IFYE Association of the USA, Inc.

Peace Through Understanding

Executive Director Position Description **IFYE Association of the USA**

Title: Executive Director

Position Summary: The Executive Director is responsible for the management of the IFYE Association of the USA, Inc. (IFYE USA) including fundraising, business operations, program development and growth, risk management, and compliance with laws governing operation of nonprofit organizations.

The IFYE program was founded in 1948, following the devastation of World War II, through efforts of the US Department of Agriculture, US Department of State, and four Cornell University students. The idea was to create a two-way exchange providing young adult programming and education with host family stays. The first two-way exchange took place in 1948 with 17 youth from the US traveling to seven countries in Western Europe while six young Europeans came to the United States. The vision of the global need to understand cultural diversity and to promote peace through understanding continues to drive the IFYE program in its mission. The IFYE Association of the USA became the parent 501(c)(3) organization of the exchange program in 2013. (© IFYE Case Statement December 2015 by Nancy Valentine Harper, Ed.D.)

IFYE participants live and work with host families and engage in other activities as deemed suitable. Both the IFYE participant and the host family learn about each other's culture and share life experiences by participating in the family's daily life.

The Executive Director of IFYE USA will oversee the continuation of the goals of this 501(c)(3) organization and work with the IFYE Board of Directors to develop the IFYE Program aligned with the vision of "a world of healthy, food-secure people, who live peacefully in thriving communities and are prepared to work globally." The IFYE Program is striving to meet the needs of today's world and interests of today's young adults in developing global workforce competencies.

The Executive Director will provide vision and leadership to both strategic and day-to-day operations of IFYE USA. S/He will guide governance and operational committees and lead staff to achieve operational goals and objectives. The Executive Director will foster positive communications within and among all IFYE USA members and partners.

This position is hired by and directly accountable to the Board of Directors.

(3/2017)

The IFYE Association of the USA, Inc. shall make its services, facilities and programs available to all persons regardless of race, color, creed, gender, gender variance, age, disability, marital status, sexual orientation, or national origin, and the Association shall not in any way discriminate against any person on the basis of race, color, creed, gender, gender variance, age, disability, marital status, sexual orientation, or national origin.

<http://IFYEUSA.org>

Responsibilities:

Fund-raising and Strategic Partnerships (70%): The Executive Director is responsible for obtaining the necessary funds to maintain and grow the IFYE program and IFYE USA through the solicitation of donations from IFYE Alumni and other sources and/or grants from corporations and foundations. In collaboration with the Board of Directors and Resource Development Committee the Executive Director will guide and direct overall fund-raising strategies, development, and implementation including developing alliance partners, identifying resource requirements, researching funding sources, creating and implementing fund-raising strategies, establishing strategies to approach potential donors, submitting proposals, and administering fund-raising records and documentation.

Examples of detailed Executive Director responsibilities:

- Conduct annual and planned giving campaigns consistent with organizational and financial goals
- Develop policies and procedures for grant proposal submissions and all aspects of pre- and post-award administration
- Identify grant and donor opportunities, including alumni, corporate and private sponsors, foundations, and other partner organizations; write and submit proposals; contact donors and potential donors; and manage/oversee funded program monies in support of the IFYE program in compliance with donor requirements
- Integrate fund-raising activities with program objectives

Business Process Development, Tax, and Risk Management (10%): In collaboration with appropriate committees of IFYE USA, work with the Board of Directors and staff to develop, document and implement the association's policies and operating business processes including:

- Financial planning, forecasting and transactional processes including development of the annual budget in collaboration with the Board of Directors and Finance Committee
- Collaborating with the IFYE USA Treasurer and Assistant Treasurer in the prudent management of the fiscal accounting processes including the annual financial audit processes
- Legal registration and certification processes

Alumni Member Relations (5%): Establish strong working relationships with members of the IFYE USA Board of Directors and key volunteers to increase organizational membership and participation among alumni and supporters of international exchange programs. Assume a hands-on, creative role in the identification, cultivation, and solicitation of major gifts from alumni members and prospective donors; ensure timely and accurate stewardship of contributions; and maintain compliance with donor requirements.

Public Relations (5%): In collaboration with appropriate committees of IFYE USA, assure the organization and its mission, program, products, and services are consistently presented in strong, positive ways to the public and relevant stakeholders. Establish sound working relationships and cooperative arrangements with complementary groups and organizations. Represent IFYE USA to agencies, organizations, and the public. Develop and manage high-quality social media presence and marketing practices.

Human Resource Management (5%): Supervise, coordinate, and evaluate activities of staff and maintain a climate which attracts, keeps, and motivates a diverse staff. In collaboration with the IFYE USA Board of Directors, effectively build a support staff under a three- to five-year plan. Manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations. Recommend staff hires and staff compensation to Board of Directors for approval.

Program and Service Delivery (5%): In collaboration with the Program Development Committee of IFYE USA, the National Program Director, State IFYE Coordinators, and other program assistants (paid or volunteer), provide leadership in developing, improving, and expanding the national program including, but not limited to college credit, internships, and/or service learning.

Required Qualifications:

- Bachelor's degree or equivalent work experience
- Minimum of three years of professional work experience
- Proven record of fund-raising from public and private sources, including annual and planned giving, proposal writing, and other pre-award and post-award management skills
- Strong marketing and public relations experience with the ability to engage a wide range of stakeholders
- Strong written and oral communication skills, a persuasive and passionate communicator with excellent interpersonal skills
- Past success in working with a Board of Directors and ability to cultivate board member relationships
- Knowledge of legal and fiscal requirements for operation of a 501(c)3 non-profit corporation
- Experience and skills in electronic communications technology, including social media and database management
- Demonstrated commitment and experience in cultural competence/global citizenship through international travel, work, and/or living
- Willingness to undertake domestic and foreign travel

Preferred Qualifications:

- Master's Degree or equivalent work experience
- Experience with 501(c)(3) non-profit corporation/organization leadership
- Minimum of three years of management work experience
- Participation in/experience with international exchange programs
- Understanding of IFYE program and its institutional and historical connections

Work site: In-home office is expected with monthly stipend to be determined.

Salary/Compensation: Salary and benefits are negotiable and will be appropriate to the experience and qualifications the successful applicant brings to the position. Initial salary range is between \$50,000 and \$60,000.

Timeline: Position will be open until filled. Application review will begin on April 8, 2017.