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Job description/Position Profile: Executive Director

The Institute of Current World Affairs (“ICWA”), a 90-year-old New York not-for-profit corporation and 501(c)(3) charitable foundation with an office in Washington, D.C., seeks a visionary and strategic internationalist with passion, drive and creativity to serve as its Executive Director (“ED”).

The ED will lead an organization that fosters understanding of the world by immersing promising individuals in the study of countries, regions or globally important issues and sharing the benefits of their knowledge with American society. The ED will seek, identify, support and mentor candidates of outstanding promise to serve two-year, self-designed, non-academic fellowships outside the United States.

The ED will work with ICWA’s small staff, Board of Trustees, supporting members and others to select fellows, and then mentor and support them during and immediately following their fellowships in ways that help them disseminate their knowledge to a broader audience.

The ED will oversee fellows in the field, simultaneously working to improve their analytical skills through writing and experiential learning. In addition, the ED will work with the Board of Trustees to help raise funds, develop budgets and oversee investments for a \$12 million endowment. S/he will work with the staff to organize semi-annual meetings of Trustees and supporting members, as well as gatherings for members of the general public in cities around the U.S. The ED must be willing to travel nationwide and occasionally internationally.

Background

ICWA has been a pioneer in international studies since its founding in 1925, developing a highly effective overseas immersion fellowship program that continues to produce leading experts and practitioners in a wide range of fields. The fellowships cultivate deep knowledge and understanding of foreign countries and cultures, and global issues affecting human welfare. The rapid advance of globalization and technology makes the need for such knowledge and understanding ever-more pressing, presenting ICWA with a unique opportunity to expand its fellowship program to help acquire them effectively and efficiently.

ICWA’s culture embodies the concept that knowledge and understanding encourage wiser public policy and enlightened private involvement, whether in government, activism, education, journalism, development, the arts, the humanities or business.

ICWA fellows receive an extraordinary opportunity to explore their study topics firsthand in great depth over an extended period in countries or regions outside the United States, while honing writing and communication

skills. ICWA disseminates the knowledge fellows gain to a broader public, and encourages fellows to share and use the understanding they acquire throughout their professional lives. ICWA's aim is to contribute to the development of informed leaders in all disciplines.

ICWA pursues its mission by awarding fellowships of at least two years to young candidates who demonstrate initiative, integrity, good communication skills, seriousness of purpose and enthusiasm for their chosen fields. ICWA invests in individuals who have great expectations and shares with them the risk of uncertain results. ICWA fellows are expected to grow personally and make significant contributions to public life in the United States and beyond.

To give this investment in ICWA's fellows many decades to pay off, fellows are expected to commit to using the fruits of the experience to benefit others long after the fellowship ends. ICWA does not underwrite the pursuit of academic degrees (although many fellows go on to seek advanced degrees) or formal research. It does not fund the writing of books (although many fellows go on to write books). Fellows are free to pursue their avenues of inquiry—investigating, absorbing and reflecting, then reporting on their findings to the Institute in the form of a monthly newsletter.

Role of the Executive Director

The ED leads all aspects of the ICWA's fellowship and public education programs, working with the Trustees, membership and small staff to seek, select, support and mentor fellows in the field and immediately upon completion of their fellowships. In addition, the ED spearheads efforts to achieve ICWA's current strategic goals, including: (1) increasing the number of fellows in the field; (2) expanding national and regional outreach programs in the United States; (3) building an active community of supporting members and others; and (4) building a vibrant development program.

Current Major Objectives

ICWA anticipates that the new ED will lead and work collaboratively with the fellows, trustees, supporting members, staff and others consistent with the Institute's mission, vision, and values.

Specifically, the ED will be expected to accomplish the following major objectives within the first twelve to eighteen months:

- Immediately become familiar with and then support and mentor fellows currently in the field, soon to be in the field, and upon their return at the end of their fellowships;
- Help develop a fundraising program to support, sustain and enhance ICWA's programmatic growth and long-term financial health by increasing support from major donors, investors and others;
- Develop mechanisms to expand ICWA's presence and impact by increasing and diversifying supporting members and other supporters, creating and expanding partnerships, building social media resources and presence, creating public programming and other forms of community outreach;
- Expand national and regional outreach programs beyond the two semi-annual symposia for members and invited guests;
- Hire and oversee staff to manage the office and support the responsibilities of the ED; and
- Work with trustees to ensure the financial health of the endowment and provide valid data about ICWA's financial condition and plans, including annual audits, budgets and investments programs.

Professional Qualifications

The following qualifications are required in the ED:

- Demonstrated commitment to international and cross-cultural understanding;
- Familiarity and/or experience with raising funds from individuals, foundations and other organizations;
- Excellent communication, writing, media, presentation and analytical skills;
- Experience working with and mentoring others;
- Experience working closely with a sophisticated volunteer board of directors and not-for-profit organizations; and
- Experience living or working abroad.

The following qualifications are desirable in the ED:

- Experience managing office staff;
- Experience with budgeting and financial management of not-for-profit organizations; and
- Multiple language skills.

Personal Characteristics

The following characteristics are sought in the ED:

- A deep personal commitment to and passion for international affairs and cross-cultural understanding;
- Drive, coupled with energetic leadership qualities and diplomatic skills;
- Interpersonal and communication skills suitable for mentoring fellows and inspiring supporting members and others;
- Decisive, creative thinking with excellent organizational skills and a constructive approach to problem-solving;
- A team-building, collegial approach to work;
- Ability to recognize and maximize financial and other opportunities on behalf of an organization;
- Healthy, even-keeled respect for colleagues, employees and others;
- Goal-oriented, project-oriented and achievement-oriented drive;
- A strong sense of honor and integrity; and
- A warm, personal style with a good sense of humor.

Compensation and Benefits

Salary is based on experience and qualifications. Benefits are flexible depending on experience and a variety of other factors and include paid vacation, medical, life and disability insurance, and retirement benefits. In general, ICWA intends to tailor salary and benefits based on the profile of the successful ED candidate and the Institute's needs. Salary and benefits will be adjusted based on longevity, performance and other factors at the sole discretion of the Board of Trustees.

Application Procedure

To apply, send a cover letter, resume and three references via e-mail only to apply@icwa.org. Include in the

subject line: "Executive Director Screening Committee." The cover letter must indicate where the applicant learned of this posting. Applications will be accepted until 10 October 2017.

