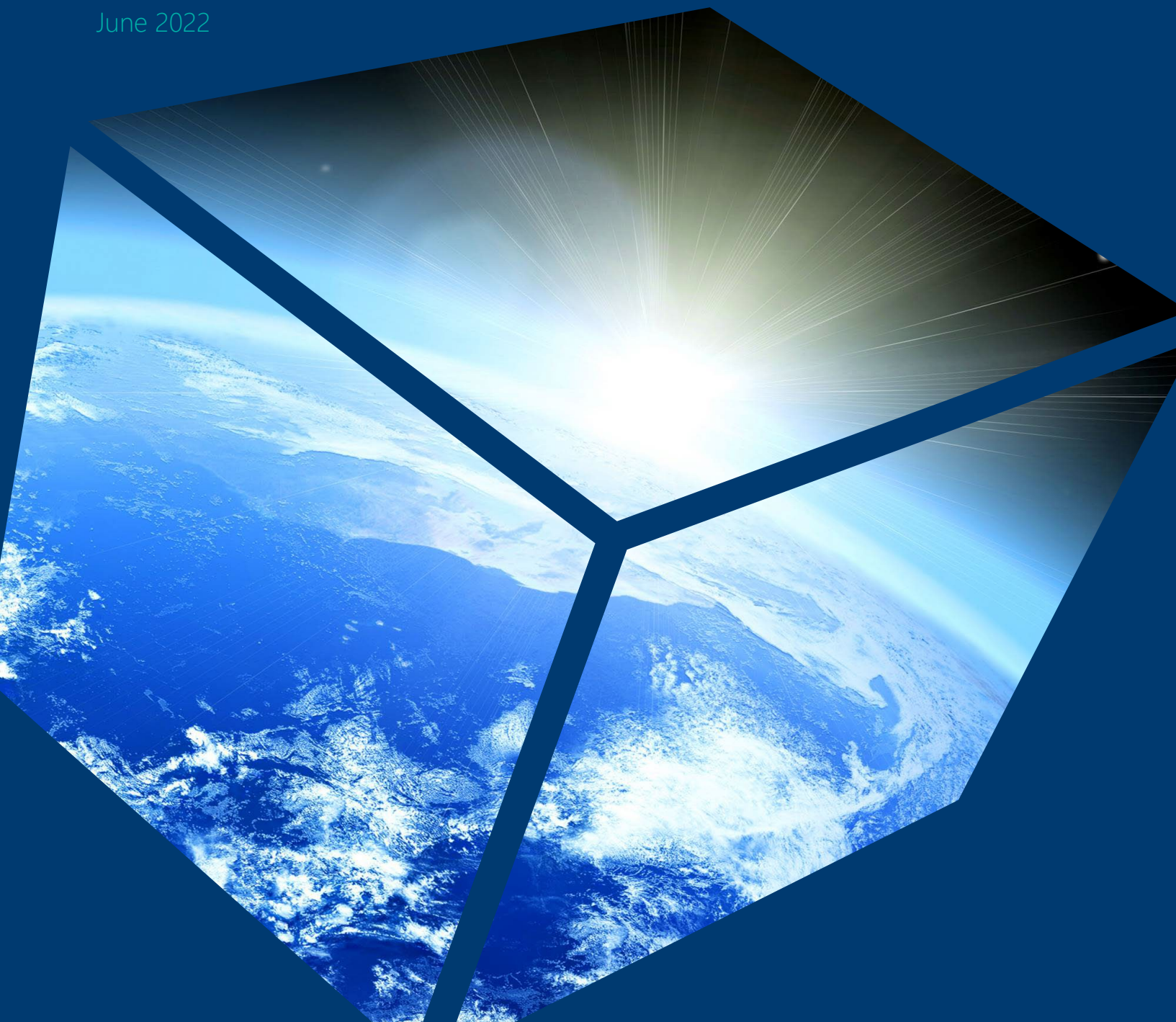




Position brief for the position of Executive Director The Alliance for International Exchange

June 2022



The Alliance for International Exchange

Founded in 1993, the nonprofit [Alliance for International Exchange](#) (Alliance) represents a broad swath of the international exchange community including: educational exchanges, cultural exchanges with a work component, and/or exchanges focused on certain parts of the world. The Alliance's 90 members are strong believers in the power of international exchange to increase mutual understanding, advance key American foreign policy priorities, and strengthen the U.S. economy.

The Alliance is searching for a new Executive Director (ED) with deep insight, vision, and consensus-building skills to guide its efforts collaboratively and thoughtfully on behalf of the membership.

The Alliance engages in the following activities:

- Developing an approach to public policy recommendations and advocacy that represents the broad common interests of its membership.
- Advocating for and facilitating the work of



- Alliance members through direct engagement with policy makers in Congress and the State Department, as well as mobilizing grassroots constituencies in support of efforts affecting the international exchange community. In recent years, the Alliance's advocacy agenda has focused on: 1) appropriations supporting exchange programs; 2) promoting the value of privately funded exchanges and the adverse impact of certain proposed legislation and regulations.
- Serving as a convener of the international exchange community in the United States by disseminating information and convening around issues of mutual concern. Through publications, events, and social media, the Alliance seeks to furnish comprehensive information about issues affecting the future of international exchange programs and other matters of broad interest to the international exchange community. These activities help the Alliance build on its reputation as a thought leader that drives the dialogue about international exchange.



- Organizing an Annual Conference that brings together more than 50 government officials with over 200 Alliance members and stakeholders. Alliance members view the two-day event as an important learning opportunity, providing a forum to interact with government officials, to share best practices, and to network with other members of the exchange community.
- Developing constituency support of international exchange programs both within the exchange community and in other sectors of American society. In recent years, the Alliance has implemented a grassroots initiative to engage congressional officials at the state and local level. Through this facilitated effort, Alliance members share information about the positive local impact of educational and cultural exchanges.



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- Building public awareness through media and other engagement about the critical role of international exchange programs in increasing mutual understanding, strengthening national security, and

supporting the economy.

- The Alliance is governed by a fifteen-member Board of Directors drawn from the organization's membership, and it currently has a staff small staff internally, with some external support.

The Position

Reporting to the Board of Directors, the Executive Director provides vision, direction, and leadership to the organization, represents and speaks on behalf of Alliance members and the international exchange community, and manages the day-to-day operations of the staff and office. The ED should be passionate about the positive impact of exchanges, self-confident and comfortable having high level discussions with members of Congress and their staff and with senior officials at the Department of State and other government agencies, as well as being interviewed by the media.

The next ED will join an organization with an engaged staff and a solid governing board. The Alliance is an important body for its member and engages regularly with the broader exchange community. The ED is responsible for ensuring a highly collaborative work environment which supports the work of members and enables individual staff members to perform and grow in their careers. The ED will also be supportive of efforts to increase diversity, equity, inclusion, and access at the Alliance and among its members. The Alliance is based in Washington, D.C., and the ED is expected to have a full-time presence in Washington, DC as well. The ED also travels domestically and internationally as needed.



Key Responsibilities

- The Executive Director will provide visionary leadership and strong program implementation which helps the membership move from the challenges of the pandemic era to a time of rebuilding and growth. The ED will accomplish those goals by:
 - Maintaining and building new relationships in Congress, at the Department of State, and with other key governmental entities.
 - Maintaining strong relationships with existing Alliance members and cultivating relationships with organizations that may want to join the Alliance.
 - Coalition building: Building relationships and aligning advocacy efforts with other industry associations (such as CSIET, IAAPA, National Ski Association and the American Camp Association)
 - Monitoring and/or promoting legislation and regulations, especially the House and Senate Committee on Appropriations, that impact the international exchange community and mobilizing a strong response in opposition to or in support of such proposals as needed.
 - Facilitating the active engagement of the membership in Alliance activities through working groups and other committees, including the Board of Directors.
 - Engaging exchange stakeholders in the United States and abroad as needed
 - Build strategic plan and timeline, committing to keeping members engaged through regular updates that encapsulate current priorities, successes and challenges.
 - Organizing outreach initiatives with membership providing guidance and tracking progress in effort not to duplicate efforts.
 - Serving as an information hub through active updates to the website and e-newsletters, and as a thought leader through blogs, op-eds, and program impact reports.
 - Representing the Alliance through public remarks, media interviews, and testimony as needed.
 - Overseeing the day-to-day operations and ensuring that the Alliance staff receives the support they need to excel.
 - Managing the day-to-day finances of the Alliance and ensuring fiscal responsibility and security



- Maintaining current funding streams, while also identifying new sources of funding and increasing the Alliance's budget over time.
- Supporting the Board, as well as individual Directors, in its governance role, fostering its continued adoption of best practices, and helping ensure it represents the full range of Alliance members.
- Supporting Alliance members in their activities, serving as an advisor as needed, and promoting the use of best practices through trainings, conference sessions, and workshops.

The Candidate

Ideal candidates for this position will share the Alliance's commitment to the powerful impact of educational and cultural exchanges and will have immediate credibility with key Alliance stakeholders, including those in Congress and at the Department of State. The Executive Director must have/be a:

- Highly skilled and diplomatic consensus builder who can help the Alliance anticipate and develop policy positions in a rapidly changing regulatory environment.
- Proven networker with exceptional interpersonal skills and the ability to develop and understand complex relationships that involve a diverse group of stakeholders.
- A sophisticated understanding of the legislative process and advocacy with significant political savvy and understanding of bureaucracy, including knowledge of both Congress and the State Department.
- At least 10 years of experience, including as a senior government official and/or a governmental relations leader.
- Working knowledge of, or experience in international relations, with a strong preference for significant experience overseas and knowledge of the issues and regulations impacting international exchange
- Exhibit a fierce passion and commitment to cultural exchange
- Well-honed leadership skills and style, including diplomatic assertiveness, credibility, and integrity, as well as group facilitation and management.
- An inspiring, supportive, and inclusive leadership style with a successful track record of motivating and supporting both staff and members in a collaborative work environment.
- Excellent and persuasive communication skills including the ability to make frequent public presentations.
- Strong writing skills and be an analytical thinker and problem solver.
- Proven experience with fiscal management, budgeting, and operations.
- Experience working with a knowledgeable and sophisticated Board of Directors.
- Track record of building consensus and leading membership organizations and/or coalitions.
- A balance of confidence and humility.
- An exceptional sense of both customer service and servant leadership.
- At least a bachelor's degree; graduate degree preferred.
- Ability to travel domestically and internationally.



The Alliance for International Exchange is an equal opportunity employer and seeks diversity among applicants for hire.

Remuneration

The ED's salary will be commensurate with experience and on par with EDs at similar-size organizations in the Washington, DC area. The Alliance provides a generous benefits package for its employees.

How to Express Interest

Please submit a comprehensive CV or bio along with a cover letter which outlines your interest in the role and encapsulates the aspects of your experience applicable to the required criteria to:

AIE.ED@odgersberndtson.com

Contact Details

For a conversation in confidence, please contact:

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