

EXECUTIVE DIRECTOR
FOUNDATION FOR SCHOLARLY EXCHANGE
(FULBRIGHT TAIWAN)

The Foundation for Scholarly Exchange (FSE or Fulbright Taiwan) invites applications for Executive Director (ED). This is a three-year renewable contract, subject to review of the ED's performance upon completion of the first year of service. Salary and benefits are very competitive in Taiwan and negotiable.

The ED oversees this non-profit which has an expanding program and annual budget of approximately U.S. \$5 million. The ED reports to a Board of Directors and oversees a staff of 28+. Fulbright is the core responsibility, but the range of programs is broader. The ED liaises with U.S. and Taiwanese authorities, universities, and donors to to implement programs, and manage and obtain funding.

The ED must lead an international exchange program compatible with the changing needs of the U.S. and Taiwan and in alignment with Fulbright policies. The vision of FSE is “*a world with a little more knowledge and a little less conflict*” and focuses on building relationships, and cultural and academic exchange between the U.S. and Taiwan.

The ED should be a "hands on" manager, willing to exercise leadership, oversight, and active management. Key responsibilities of the ED include:

- *Strategic Leadership*: Working with key constituencies to identify, propose and plan programs aligned with the mission and vision of FSE.
- *Public Relations*: Being the “Face” of FSE and representing FSE to stakeholders.
- *Financial and Operational Oversight*: Oversee the daily and longer-term operational and financial aspects of FSE.
- *Administration of Grant and Other Programs*: Oversee administration of the Fulbright Grant program, ETA program, EdUSA, CSAT, and TEFL.

The successful candidate will be a proven leader and with a vision and capabilities for promoting mutual understanding through educational and cultural exchange. Essential competencies and other qualifications include:

- *Exercise Insightful Judgment* including gathering relevant information and making decisions in alignment with policy, based on sound logic, and in a timely manner.
- *Use Sound Financial Principles and Practices* including budget preparation, prudent decisions regarding expenditures, and accurate reporting to relevant parties.
- *Establish and Implement Organizational Plans and Processes* including setting FSE goals, defining processes, identify actions, and delegating effectively.
- *Engage and Inspire Others* including innovative ways to improve FSE, creating a work environment that enables everyone to do their best, and building collaboration through shared values and norms.
- *Influence Others* including being open-minded, articulating a compelling position, and building coalitions or alliances to garner support and create a foundation for future support.

- *Develop Organizational Talent* including team member development, promoting the sharing of expertise and learning, and providing feedback and coaching.
- *Build Relationships* including relating to people in a respectful, accepting, open, friendly and culturally appropriate manner and resolving conflict directly and constructively.
- *Demonstrate Personal Leadership* including putting in extra effort, taking responsibility for actions, and consistency between principles, values, and behaviors.

Other Qualifications

- *Education:* Graduate level study or research, preferably in the United States and/or Taiwan. Ph.D. preferred.
- *Language:* Fluency in English required, Mandarin highly preferred.
- *Experience:* Five or more years of administrative and management experience, preferably in a non-profit or academic institution with responsibility for supervision of a team of 20+.
- *International Relations:* Knowledge and understanding of bilateral relations as well as international and domestic affairs that impact relations between Taiwan and the U.S.

More complete information about FSE is available at <http://www.fulbright.org.tw>. Applications including a CV, cover letter, and references' names should be received at edjob@fse.fulbright.org.tw by **March 20, 2019**. Qualified applications may be considered until the position is filled.