

EXECUTIVE DIRECTOR

FOUNDATION FOR SCHOLARLY EXCHANGE (FULBRIGHT TAIWAN)

(This preliminary job description will be followed, after January 18th, by an authoritative description drawing upon interviews with stakeholders. Please revisit at that time.)

The Foundation for Scholarly Exchange (FSE or Fulbright Taiwan) invites applications for the position of 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 competitive in Taiwan and negotiable.

Located in Taipei and over 60 year old, FSE supports bilateral educational and cultural exchange programs between the U.S. and Taiwan. While Fulbright is the major focus, FSE includes other international education programs, and has over 230 annual grantees. FSE is one of 49 bi-national organizations established to administer the Fulbright educational exchange program outside the U.S, and operates in affiliation with the U.S. State Department's Bureau of Education and Cultural Affairs.

The ED oversees this non-profit international legal entity 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 over 28 with responsibility for key programs including the Scholar and Student Grants, the English and Mandarin Teaching Assistants, Education USA, and Consortium for Study Abroad in Taiwan. The ED is responsible for liaising with the Public Affairs Section of the American Institute Taiwan, Taiwan Ministries of Foreign Affairs and Education, Taiwan and U.S. Universities, county governments, and donors. Nearly 85% of funding is local.

The ED must be able to manage and direct an international exchange program compatible with the changing needs of the U.S. and Taiwan and in alignment with policies governing Fulbright exchange programs established by the J. William Fulbright Foreign Scholarship Board. The vision of Fulbright Taiwan is *"a world with a little more knowledge and a little less conflict."*

Qualifications Required

Qualifications include being a "hands on" manager, willing to exercise leadership, oversight, and active management of Fulbright Taiwan programs and staff. The successful candidate will be a proven leader with a vision for promoting mutual understanding through educational and cultural exchange. Applicants must demonstrate effectiveness when interacting with American and Taiwan academics, officials, and business leaders. Specific qualifications include:

- Ability to deal with ambiguity, make sense out of different paradigms and viewpoints, and set priorities.
- Familiarity with and ability to work in diverse cultural settings.
- Strong oral, written, and interpersonal communication skills.
- Familiarity with and facility in working with modern information systems.
- Graduate level study or research, preferably in the U.S. and Taiwan (Ph.D. preferred).
- Ability to represent Fulbright Taiwan to the corporate, foundation, NGO, and government communities.
- Fluency in English required, Mandarin highly preferred.
- Deep knowledge of academic, social, and cultural institutions including legal, budget, and governance procedures.
- Ability to travel within Taiwan and abroad as required.

Experience Required

Fulbright Taiwan is a standalone legal entity and with its own staff and budget, and is closely aligned with stakeholders through policy, operations, and fund interactions; hence, the successful candidate should have the following experience:

- Ten or more years of administrative and management experience, preferably in higher education or a related field.
- Program development, fund-raising, and the ability to enhance engagement with governments, corporations, individuals, and foundations.
- Financial planning and budgeting within a complex organization.
- Administering international academic exchange programs, and familiarity with the issues involved.
- Personnel management, growth, and assessment.

Further information about Fulbright Taiwan can be obtained after January 18th at <http://www.fulbright.org.tw/edjob> or by emailing edjob@fse.fulbright.org.tw. Full consideration will be given to applications showing evidence of the above qualifications, accompanied by a CV, cover letter, and names of three references, and received at edjob@fse.fulbright.org.tw by **March 20, 2019**. However, qualified applications may be considered until the position is filled.