

**CALL FOR APPLICANTS  
FOR THE POSITION OF EXECUTIVE DIRECTOR**

**Title:** Executive Director, French-U.S. Fulbright Commission

**Reports to:** Board of Directors, French-U.S. Fulbright Commission

**Job Type:** Open ended contract

**Salary range:** From 65 000€ to 78 000€ gross annual salary over 13 months, depending on experience

**Basic Functions of the Position:**

The Executive Director (ED) is responsible for directing the overall operations of the flagship international academic exchange program between France and the United States in a manner that ensures the France Fulbright Program fulfills the intent of Fulbright legislation and responds to changing needs and opportunities in French and U.S. higher education and society as a whole.

The ED develops a vision for the Fulbright Commission in France to further the spirit and objectives of the Fulbright program worldwide. Duties include developing and updating strategic plans to ensure continued relevance and competitiveness of Fulbright France; planning, managing, and developing Fulbright student and scholar exchanges; appointing and supervising a seven-person staff in Paris; planning and managing the Commission's annual budget; overseeing an internal financial control system; and preparing program and financial reports for the Commission Board, funding governments and partners; and engaging the Fulbright alumni network. The ED is expected to monitor the program and make recommendations to the Board on measures to ensure its sustainability and growth. The ED reports to a ten-member bi-national Board of Directors, which oversees all Commission activities. The ED coordinates closely with the Department of State's Bureau of Educational and Cultural Affairs in Washington, D.C., and in France with the US Embassy and the French Ministry of Foreign Affairs. In addition, the ED oversees the activities of Education USA student advising in conjunction with the U.S. Embassy in France and with the assistance of an Education Adviser co-located with the Commission.

**Major Job Responsibilities:**

- **Strategic Planning and Program Implementation:** Provides strategic vision for the Fulbright Commission, identifying changes in higher education and society that will affect the Commission's work and steering the Commission to adapt to current and challenges. Manages, coordinates, and administers the daily operations of the Franco-American Fulbright Commission. Develops annual plans and long-term strategy for the Fulbright program in France to achieve the mission and goals of the

binational Fulbright Commission in France. Leads program officers in developing, assessing, revising, and implementing programs that address mission goals.

- **Outreach:** Establishes and maintains contact with higher education institutions, including travel throughout France to promote and encourage applications for the Fulbright program from all regions and all universities in France and to increase visibility of the Fulbright program among potential applicants, including from underrepresented groups. Ensures that Fulbright promotional materials reach the widest possible audience.
- **Representation of the Program:** Represents and publicizes the Fulbright program in France and its programs at relevant regional, national and international events. Liaises with French and U.S. government officials, relevant international organizations, educational institutions and other entities regarding the French Fulbright program's goals, activities, and programs. Works to raise the profile of the Fulbright Program, highlighting its breadth and flexibility, with French partners. Collaborates with other Fulbright programs across Europe and around the world to learn from best practices and develop programs around shared objectives as appropriate.
- **Academic Engagement:** Demonstrates active involvement in French and American higher education. Maintains an up-to-date working knowledge of relevant developments in the American and French political, economic, legal, educational, and social spheres with respect to their impact on the Fulbright program. Works with French government agencies, including the Ministry of Science and Higher Education, to promote the Fulbright Program as an essential partner.
- **Communication:** Consults regularly with U.S. and French government officials responsible for Fulbright France and with the Fulbright Commission Board. Keeps the Board informed of Fulbright program activities and developments. Drafts and presents regular reports for the Board and for the partner governments. Develops communications strategies to increase visibility of Fulbright France through media and social media engagement.
- **Budget and Fundraising/ Strategic partnerships:** Drafts the annual budget for Board approval. Ensures that all commission activities fall within established budgetary parameters. Builds strategic partnerships with public and private sector. Adopt a modern and optimized approach with the aim of providing the Commission with the most efficient budgeting and accounting tools. Conducts outreach to possible public and private sector co-sponsors, such as foundations, universities, French regional governments, among others.
- **Human Resource Management/Development:** Recruits and hires new staff. Ensures that all staff position descriptions are relevant and up to date. Supervises, evaluates and counsels staff and provides them with appropriate professional development opportunities.
- **Engage Fulbright France Alumni Community:** Strengthen the involvement of Fulbright France alumni in the Commission's activities, particularly in recruitment, communication, and building strategic partnerships.

- ✓ **Commitment to Fulbright Values:** Ensure that Fulbright France continues to uphold the core values of the Fulbright program in building lasting bridges between the peoples of France and the United States.

### **Desired Qualifications**

- ✓ Minimum of ten years of relevant work experience, preferably in but not exclusive to the fields of higher education and research, academic mobility, exchange programs, and/or the public or nonprofit sector in France or the United States of America
- ✓ Familiarity with the values that inform the principles of the Fulbright mission.
- ✓ Committed to support and advance diversity and inclusion within the workplace. Demonstrated commitment to equal opportunity.
- ✓ Master's degree or equivalent.
- ✓ Substantial experience in program, fiscal, and personnel management and the coordination of teams.
- ✓ Familiarity with academic institutions, cultures, and practices in France and the United States as well as the attitudes and aspirations of students and scholars in both countries.
- ✓ Experience with developing strategic partnership or fundraising preferred.
- ✓ Experience working in cultural or cooperation services abroad appreciated.
- ✓ Strong oral, written, and interpersonal, public speaking, and diplomatic skills.
- ✓ Proficiency in English and French.
- ✓ Familiarity with information systems especially Internet, email, and social media.

This is a full-time position, initially with an initial three-months trial period renewable once and an open-ended contract thereafter. The position requires domestic travel and minimal international travel.

The Fulbright Commission seeks and encourages applications from traditionally underrepresented groups. This opportunity is open to all applicants regardless of their race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. The Commission is committed to putting into practice the principles of fairness, equity, and inclusion.

### **Application Process**

Applicants should send a cover letter, CV, and relevant references that can be contacted to [job@fulbright-france.org](mailto:job@fulbright-france.org) no later than **October 17th 2021**.



### **About the Commission**

The Franco-American Fulbright Commission was established in 1948 to foster leadership, learning, and empathy between the United States and France. Today the Commission provides grants for its laureates to study and to conduct research in the United States or in France, thanks to the funding of both the French government, through the [Ministry for Europe and Foreign Affairs](#), and the American government through the [Department of State](#). Fulbright grantees represent a wide variety of professional and academic domains. Under the honorary presidency of the French Foreign Minister and the Ambassador of the United States in France, the Franco-American Fulbright Commission is administered by a binational board of directors.

More information can be found at <https://fulbright-france.org/> and <http://fulbright.state.gov>.