



Job Announcement: FSYF Executive Director

The Foreign Service Youth Foundation (FSYF), a 501(c)(3) organization, seeks an **Executive Director** in the Washington, DC area.

About FSYF: Since 1989, FSYF has been dedicated to helping children, teens, and families affiliated with U.S. foreign affairs agencies adapt to their changing environments and make the most of their Foreign Service experiences. FSYF's global programs include: webinars, a youth-written newsletter, annual contests, college scholarships, and an informative website. D.C.-area events include: re-entry seminars for high school and middle school students, a college admissions workshop, teen/tween game nights, and annual picnic. More information is available at www.fsyf.org.

Job Description: This is a part-time, exempt/managerial position with a flexible schedule averaging 30 hours per week with occasional evening and weekend events. Due to the high turn-over of Foreign Service families returning to the US during the summer, the Executive Director must be available to help facilitate major FSYF programs in late-June, late-August, and September. This is a "work from home" position: the office location is the incumbent's home in the Washington, DC metro area and requires access to a high-speed internet connection. FSYF provides needed office equipment and supplies. The preferred start date is June 10, 2019, but later start dates will be considered. The salary is \$35,000 per year. Five (5) hours of paid time off is accrued every month. No other benefits are provided.

The Executive Director works closely with the FSYF President and performs daily operational tasks in support of FSYF events and programs which include our annual contests for academic merit, art, essay writing, and community service; our annual Youth Awards Ceremony; middle school and high school Re-Entry programs for youth and parents; annual College Workshop; "meet-up" social events; and plans webinars on topics important to FS youth. The Executive Director promotes FSYF by creating advertisements, flyers, through oral presentations at select venues, by disseminating brochures, and publicizing through social media and the website. The Executive Director also performs daily operational tasks in support of FSYF members through social media, the FSYF website, email correspondence, and mailings. The Executive Director is responsible for budget management, bank deposits, procurement of goods and services, bookkeeping, and supporting the Fundraising committee. Administratively, the Executive Director organizes Board meetings, writes reports and correspondences, organizes files, and submits various tax and organizational filings.

To Apply: To be considered for this position, please send your resume and a brief cover letter/email to FSYF President John Naland at president@fsyf.org. (Please note 'Executive Director Position' in the subject line).

Closing Date: Friday, April 26, 2019

The ideal candidate will work closely with the FSYF President and has a unique combination of business, program management, and organizational skills. She/he is:

- A current or former U.S. Foreign Service eligible family member (EFM) or former Foreign Service employee; prior experience living at a U.S. post overseas is strongly preferred.
- Experienced in and committed to working with Foreign Service youth or other third-culture kids (TCKs).

- Self-motivated and able to work independently.
- Flexible and able to juggle a variety of tasks and fulfill diverse functions.
- Detail-oriented and well-organized.
- Experienced in planning, publicizing and executing programs and events.
- Business-minded and able to fulfill the financial and legal requirements of a non-profit organization including bookkeeping, report generation, government registrations, and tax filings.
- Proficient in software such as Microsoft Office and QuickBooks, and familiar with social media such as Facebook and with web-publishing platforms. Experience with Wild Apricot is preferred.
- Experienced writer who can draft emails, newsletters, publicity, and other written correspondence and documentation.
- A strong communicator who can present oral presentations and interact with a wide variety of contacts, including with donors and Department of State officials.
- Creative and able to design marketing materials, produce newsletters, and maintain the website, Facebook page, and other social media.
- A manager who can oversee contract employees, and recruit and coordinate the work of volunteers.
- A team player who can work well with members of the FSYP Board of Directors, donors, volunteers, contract employees, and representatives from USG offices and affiliated organizations including the Family Liaison Office, the Office of Overseas Schools, the Overseas Briefing Center, and AAFSW.
- A strategic thinker who can manage the annual budget through cost saving measures and who can identify and address the evolving needs of the target population.
- Provides prompt and professional customer service to FSYP members, prospective members, contestants, event attendees, and guests.
- Available to serve in the position for at least one year; two years preferred.
- Legally eligible for employment in the United States.