

Executive Director – Fulbright Austria (Austrian-American Educational Commission)

Fulbright Austria has promoted mutual understanding between the peoples of Austria and the United States through educational and cultural exchange since the inception of the Fulbright Program in Austria in 1950. As part of the global community of Fulbright programs, Fulbright Austria has provided enterprising, creative, and diverse Austrian and US students and scholars with quality opportunities to learn, teach, and pursue research in the respective partner countries for the past seven decades. Fulbright Austria fulfills this mission by managing the prestigious Fulbright scholarship program, coordinating a nationwide teaching assistantship program that places US college and university graduates in Austrian secondary schools, and counseling students and institutions of higher education on opportunities to study in the US or Austria as an EducationUSA advising center.

As an academic exchange program, the Fulbright Program is committed to the freedom of expression and the freedom of inquiry, the advancement of mutual understanding, and the promotion of international cooperation. Ultimately, Fulbright grants create opportunities and empower individuals and institutions to act constructively in an international setting. The open-ended opportunities inherent in learning, teaching, and research abroad result in new ideas and new relationships that fuel innovation, knowledge transfer, and institutional collaboration. (For all details regarding Fulbright Austria's programs, see <http://www.fulbright.at>.)

Position Summary

The Executive Director of Fulbright Austria has comprehensive responsibility for the planning and management of the oldest and most prestigious bilateral academic exchange program between the United States of America and the Republic of Austria. S/he is an employee of one of the fifty binational educational commissions that form the historical, philosophical, institutional, and financial foundation of the Fulbright Program and reports to a binational board of governmental and non-governmental appointees.

Bilateral exchanges, binational governance, joint decision-making, and public/private funding and partnerships are the signature attributes of the Austrian-American Educational Commission (AAEC), which is committed to creating opportunities, facilitating partnerships, and serving communities of teachers and learners in both countries in the spirit of mutual understanding and international cooperation.

Key Responsibilities

Managing and directing the administrative operations of the AAEC, within the framework of policies established by the Fulbright Austria Board and the requirements of the respective governments, including the following:

- Conducting long-range strategic, program, and financial planning and development; articulating program proposals and annual-budget recommendations for the review and approval of the Fulbright Austria Board;
- Advocating for the Fulbright Program to secure sufficient levels of public funding to sustain the Austrian-American program, serving as the spokesperson of Fulbright Austria on behalf of the board, and overseeing media and public relations;
- Establishing and maintaining working relationships with a diverse network of government organizations, educational institutions, private and professional organizations, and donors in Austria and the United States (list to accompany job description/contract);
- Soliciting, overseeing and managing revenues from a wide variety of public and private sources, including monitoring the AAEC Trust Fund with the Subcommittee for Budget and Administration;
- Hiring, training, and supervising staff; establishing office procedures and rules;
- Providing for the conclusion of all contracts necessary for contractual services and infrastructural support, including accounting and IT;
- Overseeing and supporting the fundraising and development activities of Fulbright Austria within the guidelines of its Code of Conduct and FFSA policy guidelines;
- Planning and managing the annual budget, including the accurate commitment of unrestricted and dedicated funds;
- Reviewing and approving commitments and expenditures and serving as a signatory on operative and investment accounts;
- Monitoring an internal controls system that provides reasonable assurance that commitments are in alignment with program guidelines, that the use of funds is consistent with laws, regulations, and policies, and that reliable data are obtained, maintained, and disclosed in reports that meet specific donor requirements;
- Overseeing the timely preparation and submission of financial, statistical, and narrative reports for the Fulbright Austria board and the funding governments, including an annual audit conducted by a certified public accountant;
- Managing the selection and placement of grantees and serving as a non-voting chairperson on selection subcommittees for students and scholars;
- Planning and conducting orientation and other programs for grantees;
- Monitoring the personal welfare and professional success of AAEC-sponsored US grantees in Austria and Austrian grantees in the United States (when appropriate); and

- Supervising other activities compatible with the Fulbright mandate and approved by the Fulbright Austria board, such as the BMBWF postgraduate grants for graduate study in the USA, Fulbright-Mach research grants for incoming US doctoral candidates, educational advising (EducationUSA), and the administration of the BMBWF US Teaching Assistantship (USTA) program.

Essential Qualifications

Educational and Professional Experience

- Master's degree or equivalent, doctorate, PhD or other terminal degree (JD)
- Minimum of 10 years of relevant experience, preferably in the fields of higher education and research, academic mobility, exchange programs, and/or the public or nonprofit sector
- Substantial experience in program management and the coordination of teams
- Familiarity with academic institutions, cultures, and practices in Austria and the United States as well as the attitudes and aspirations of students and scholars in both countries
- Substantial and relevant experiential and/or work experience in both countries

Personal Qualities and Skill Set

- Committed to the values that inform the principles of the Fulbright mission
- Ability to represent Fulbright Austria in public and provide leadership in the Fulbright Austria community
- Articulate with strong interpersonal skills and a command of English and German (oral and written) C1/C2 European language reference or Superior level (ACTFL scale)
- Strong oral presentation and writing skills
- Communicative, diplomatic, and consensus-oriented
- Innovative, entrepreneurial, and self-motivated
- Experience negotiating cross-cultural and institutional interfaces and differences
- Computer literate with a good working knowledge of the standard repertoire of Microsoft Office programs
- Affinity for online platforms, social media, data and database management, design (desired)

Remuneration and Benefits

Compatible with Austrian market standards in the academic and nonprofit sectors; negotiable and commensurate with applicants' qualifications and previous experience and starting with a baseline gross annual salary of €75,000 (approximately \$86,500 at current exchange rates), including the standard comprehensive package of Austrian health, social security and

retirement benefits for employees. Contract based on the framework provided by Austrian labor law (Angestelltengesetz). Merit-based bonuses and salary increases.

Application Process and Application Deadline

Complete application materials (including cover letter with salary expectations, CV, and three references) must reach the agency no later than **February 22, 2019**. Following an initial selection process based on the submitted written materials, selected candidates will be invited for telephone interviews and a standard MPA (Master Person Analysis) test. Subsequently, a shorter list of candidates will be invited for full-fledged interviews with Fulbright Austria's search committee of Fulbright Austria. Final decisions will be made by the end of May.

Fulbright Austria is committed to a policy of equal opportunity, fairness, equity, and inclusion and strives to ensure that its efforts reflect the diversity of Austrian and US societies.

Starting date of the appointment: **August 1–15, 2019**, for onboarding with the program year beginning in mid-September.

Applications are to be sent to:

Wolkenrot Personalmanagement GmbH
c/o Anita Stadlmann
anita.stadlmann@wolkenrot.at
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1130 Wien