

Title: Executive Director, Polish-U.S. Fulbright Commission
Reports to: Board of Directors, Polish-U.S. Fulbright Commission
Job Type: Renewable contract

Basic Functions of the Position:

The Executive Director (ED) is responsible for directing the overall operations of the flagship international academic exchange program between Poland and the United States in a manner that ensures that the Polish Fulbright Program fulfills the intent of Fulbright legislation and responds to changing needs and opportunities in Polish higher education and society as a whole. Duties include appointing and supervising a seven-person staff in Warsaw; planning and managing the Commission's annual budget; overseeing an internal financial control system; and preparing financial reports for the Commission Board and funding governments. 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.

Major Job Responsibilities:

- **Strategic Planning and Implementation:** Assures that the Fulbright program has a long-range strategy which achieves the stated mission goals of the binational Fulbright Commission in Poland and ensures that steps to carry out that strategy are taken in a timely manner. Leads program officers in developing, assessing, revising and implementing programs that address mission goals.
- **Outreach:** Travels throughout Poland to promote and encourage applications for the Fulbright program from all regions and all universities in Poland. Ensures that Fulbright promotional materials reach the widest possible audience.
- **Representation of the Program:** Represents and publicizes the Fulbright program in Poland and its programs at the relevant regional, national and international events. Liaises with Polish and American government officials, relevant international organizations, educational institutions and other entities regarding the Polish Fulbright program's goals, activities and programs. Raises the profile of the Fulbright Program, highlighting its breadth and flexibility, with Polish partners.
- **Academic Engagement:** Demonstrates active involvement in Polish and American higher education. Maintains an up-to-date working knowledge of relevant developments in the American and Polish political, economic, legal, educational and social spheres with respect to their impact on the Fulbright program. Works with Polish government agencies, including the Ministry of Science and Higher Education, to promote the Fulbright Program as an essential partner.

- **Communication:** Keeps the Fulbright Commission Board informed of Fulbright program activities and developments. Drafts and presents regular reports regarding the Fulbright program for the Board and for the partner governments.
- **Budget and Fundraising:** Drafts the annual budget for Board approval. Ensures that all commission activities fall within established budgetary parameters. Conducts outreach to possible public and private sector co-sponsors.
- **Human Resource Management/Development:** Recruits and hires new staff. Ensures that all staff position descriptions are relevant and up-to-date. Evaluates and counsels staff and provides them with appropriate professional development opportunities.