



# US-CHINA EDUCATION TRUST

F. Y. CHANG FOUNDATION

## Position Description - Executive Director

The US-China Education Trust ([www.uscet.com](http://www.uscet.com)) is a non-profit organization whose primary mission is to promote US-China understanding through education and exchange, and to give voice to Asian Americans and the Asian diaspora within the larger context of US-China relations. USCET is looking for a proactive and entrepreneurial individual with management skills, fundraising experience, and a passion for non-profit work to serve as Executive Director.

This position is available May 1, 2024. Successful candidates must be based in the Washington, D.C metropolitan area or willing to relocate. Full-time candidates preferred but negotiable. Salary and title commensurate with skills and experience.

The successful candidate must demonstrate the energy, sensitivity, and leadership qualities required to bring USCET to the next level of achievement. The Executive Director (ED) will work closely with the Executive Chair (EC) to carry out USCET's strategic direction.

The ED is responsible for ensuring the successful implementation of USCET's development efforts as well as strategic and operational plans, and for overseeing the program and administrative activities required to achieve USCET's goals. Responsibilities include but are not limited to:

### Management

- Manage the supervision, evaluation and professional development of USCET staff, interns, and consultants, and the daily operations of an efficient Washington office;
- Oversee financial planning and accounting practices and provide overall financial oversight and monitoring;
- Manage the administrative and program budgeting processes;
- Work with the comptroller to ensure sound financial management and accountability, exercising due diligence over budget and financial affairs;
- Working with the EC, maintain communication with partner organizations in China and the US, including George Washington University, USCET's American Studies Network and Media Education Consortium in China, and others;
- Establish effective relationships with USCET Advisory Council members and work closely with the EC on semi-annual Advisory Council meetings;
- Conduct recruitment and management of staff and interns, as well as manage and oversee the work of consultants.

### Program and Communication

- Oversee all aspects of program development, promotion and implementation;
- Direct USCET's public outreach efforts, confirming USCET as a leading voice in education and exchange related to China through appropriate events, research and publications;
- Manage USCET's communication outreach strategy through representation of USCET at key DC events, contribution to USCET's website, preparation of USCET news updates, and other communication platforms;
- Manage USCET's China and US-based programs in consultation with the EC, including:
  - Promotion and completion of program activities in China and the US
  - Budget tracking, directing the allocation of expenditures
  - Compliance with all terms of grants
  - Monitoring and Evaluation according to M&E plans
  - Narrative progress reports to donors
- Ensure timely reporting, quality of implementation, financial monitoring, and program communication.



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## **Development/Fundraising**

- Expand and diversify USCET's portfolio of donors and to secure funding from individuals, businesses, foundations and public funding sources in consultation with EC;
- Lead the development of fundraising goals and strategies, with a focus on securing unrestricted funding;
- Cultivate new donors and stewardship of existing donors and stakeholders;
- Manage the implementation of fundraising goals, including organizing fundraising events, writing funding proposals and developing budgets to ensure the long-term financial support of USCET's mission and strategic plan;
- Direct the development and implementation of effective donor communications and marketing materials;
- Strengthen partnership building in the US, Greater China, and the Asia region in consultation with EC;
- Develop new grants and program opportunities that align with USCET's mission and priorities.

## **Qualifications**

Successful candidate will have management and fundraising experience, a broad knowledge of China and America, and possess capacity for strategic and creative thinking, a roll-up-the-sleeves attitude to work, excellent communication and writing skills, as well as ability to work independently with minimal supervision. Chinese language proficiency, Master's degree and 10 years of related work experience with at least five years in senior program or project management preferred. Microsoft Office Suite proficiency required.

*The F.Y. Chang Foundation is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, or gender identity.*

## **LOCATION**

Elliott School of International Affairs, 1957 E Street NW, Washington, DC 20052 (Hybrid)

## **SUBMISSION GUIDELINES**

### **Application Deadline: March 8, 2024**

To apply: Please send the following materials via email to [employment@uscet.org](mailto:employment@uscet.org)

- CV/Resume;
- A cover letter detailing your interest in the position, relevant experience, and desired salary range;
- Contact information for three professional references.