



**Position:** Executive Director  
**Type:** Full-Time  
**Location:** Washington, D.C. and Telecommuting  
**Salary Range:** Starts at \$80,000 Commensurate with Experience

Contribute your skills to global peace. International Student Conferences, Inc. (ISC) is seeking an entrepreneurial Executive Director to lead this highly respected organization. ISC facilitates four exceptional academic and cultural exchange programs organized by university students: the Japan-America Student Conference (JASC) Korea-America Student Conference (KASC), China-America Student Conference (ChASC), and U.S.-Japan-Korea Trilateral Forum.

ISC's mission is to promote peace by furthering mutual understanding, friendship, and trust through international student interchange. Founded in 1934, JASC is the oldest student-run exchange program between the United States and Japan, and this successful bilateral model bases all ISC's programs.

Headquartered in Washington, DC, ISC is a 501(c)(3) non-profit with an annual budget of around \$500,000. ISC has a long history of success and a network of enthusiastic supporters, including hundreds of notable alumni, an active academic advisory network, and leaders across government and business. More information on ISC and its programs may be found at [www.iscdc.org](http://www.iscdc.org).

Reporting to the 13-member board of directors, the Executive Director is responsible for the overall administration and operations of ISC and its programs. The ideal candidate will be passionate about ISC's mission and developing student leaders. The role involves working in a small non-profit setting, wearing multiple hats, strong organizational skills, team-building, strategic planning, and creative problem-solving.



### ***Essential Duties & Responsibilities:***

The Executive Director (ED) will report directly to the Board of Directors and support the student-run and student-led programs. Responsibilities include:

- Oversee the success of the conferences by mentoring their student leaders, advising and providing professional development and resources; overseeing logistics and planning; and ensuring the conferences fulfill the mission and values of ISC
- Cultivate and maintain relationships with various stakeholders: the U.S.-Asia community, government officials, business leaders, NGOs, alumni, donors, and alumni
- Work with board of directors and committees on the organization's short and long-term priorities
- Manage budget development and reporting
- Write and manage fundraising proposals and reports for foundations, corporations, and U.S. government
- Ensure organizational compliance with applicable local, state, and national laws and regulations

### ***Manage Staff and Interns:***

- Communications: website updates, marketing campaigns and social media efforts
- Plan and implement the annual January Trilateral Forum

### ***Qualifications***

The ideal candidate will possess the following qualifications, with some room to learn on the job:

- Passionate about ISC's mission and interest in U.S.-Asia relations
- Demonstrated effective leadership, planning, and non-profit management skills
- Proven experience interacting with senior government, business, and academic leaders
- Familiarity working with a remote team, occasionally in different time zones
- Experience fundraising among corporations, foundations, and individuals
- Experience managing a budget; Quickbooks proficiency strongly preferred
- Comfort with digital project management and collaboration tools including Google Drive
- Superior communication (written and verbal) and interpersonal skills
- Bachelor's degree in a related field; advanced degree preferred
- Minimum 5 years of experience as senior staff person of a non-profit organization preferred
- Valid passport and availability to travel to Northeast Asia as well as throughout the U.S. as necessary
- Must be legally authorized to work in the United States



### *Benefits*

ISC team members value the flexible, fun and hard-working culture of the organization. Current benefits include:

- Generous vacation, sick & holiday leave
- Health & Dental Insurance
- WMATA SmartBenefits
- Flexible schedule including telework days
- Opportunity to work in an exciting coworking space (Launchpad K Street)

Some of the best benefits of this job are intangible. It involves exposure to influential diplomatic and business leaders, while making a difference. The work is an excellent introduction for those interested in a career in diplomacy, non-profit governance, education, or entrepreneurial pursuits.

### *How to Apply*

[Please click here](#) to fill out the application form and to upload your cover letter and resume. Applications are reviewed and considered on a rolling basis until January 31, 2022. Only those selected for an interview will be contacted.