

The Foreign Service Youth Foundation (FSYF), a 501(c)(3) organization, seeks an Executive Director in the Washington, DC area. 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. This job is part-time with a flexible 20 hours per week time commitment. More information about FSYF is available at www.fsyf.org. Contact Kristin Grasso at grassoka@state.gov or Kristen Gray at fsyf@rocketmail.com if you are interested.

The ideal candidate has a unique combination of business and program management skills.

She/he is:

- committed to the culture of the U.S. Foreign Service and third-culture kids (TCKs).
- self-motivated and able to work independently.
- flexible and able to juggle a variety of tasks and fulfill diverse functions.
- a strategic thinker who can lead change, grow the organization, and identify/address the evolving needs of the target population.
- business-minded and able to fulfill the financial and legal requirements of a 501(c)(3) organization including corporate registrations, licenses, and tax filings.
- detail-oriented and able to plan, publicize, and execute activities and events for Foreign Service youth.
- creative and able to design marketing materials, produce a quarterly newsletter, and maintain the website.
- a good communicator who can draft cables, emails, and other written correspondence.
- a team player who can work well with a board of directors, donors, and representatives from USG offices and affiliated organizations including the Family Liaison Office (FLO), the Office of Overseas Schools, the Overseas Briefing Center, AFSA and AAFSW.
- a manager who is able to oversee program directors.
- computer literate and proficient in Word, Excel, Publisher and Quickbooks.

