



Executive Director
The Jordanian American Commission for Educational Exchange (JACEE)

Applications are invited for the position of Executive Director of the Jordanian-American Commission for Educational Exchange (JACEE), an independent, bi-national educational foundation that administers the Fulbright Exchange Program in Jordan. JACEE was founded in 1994 and oversees one of the oldest and largest Fulbright programs in the Arab world.

The Executive Director, based in Amman, is responsible for the administration of prestigious grants awarded on a competitive basis to Jordanians and Americans. This Fulbright Commission is led by a binational board of four Jordanians and four Americans with the Minister of Foreign Affairs and the American Ambassador serving as the Honorary Co-Chairs. Applicants must be either U.S. or Jordanian citizens committed to ensuring that JACEE fulfills the purposes of the binational agreement and the policy guidelines of the J. William Fulbright Foreign Scholarship Board.

JACEE seeks a new Executive Director who will:

- Lead the Binational Fulbright Commission in advancing U.S.-Jordanian bilateral relations through educational, scientific, and cultural exchanges.
- Supervise a team-oriented staff of 11 in planning, implementing and evaluating the Commission's Fulbright exchange programs.
- Ensure effective use and oversight of JACEE financial resources, including compliance with all reporting requirements, as set out by the two governments and as required by the Commission's bi-national Board of Directors.
- Maintain and enhance the Commission's interactions with American and Jordanian academic institutions, government entities, corporate partners, and NGOs, ensuring nation-wide representation in Jordan.
- Support and enhance the Commission's alumni and outreach activities and actively increase Fulbright alumni involvement.
- Convene plenary meetings of the Commission and its various committees and implement the Board's decisions.

The ideal candidate will have:

- A minimum of seven years' experience in the public, private, or non-profit sectors in the fields of international education, international development, organizational management or university-level recruitment (knowledge of, or experience with, U.S. Government exchange programs an advantage);
- Thorough understanding of American academic institutions as well as the education systems and cultures in the Middle East region;
- Demonstrated ability to lead a professional staff and achieve results in an international, multicultural education environment;
- Demonstrated experience in program management, recruitment, personnel administration and outreach/public relations;
- Proven skills in overseeing financial functions, including: annual budget preparation and management, accounting principles, financial reporting, and annual audit processes;

- Proven track record of dynamic leadership, creative problem solving, strategic planning, and organizational innovation;
- Ability to interact and engage effectively with American and foreign academic communities and institutions, government officials, NGOs, and the private sector;
- Strong oral, written, and interpersonal communication skills; proficiency in English required and conversational Arabic preferred.
- Experience in utilizing IT solutions and digital media to enhance institutional performance;
- Minimum of Master's Degree required;
- Demonstrated success in fundraising is desirable.

A one-year contract will be offered to the successful candidate, who will start no later than May 1, 2020. Salary is negotiable and commensurate with experience and qualifications. A letter of application addressing the above qualifications, accompanied by a CV and three letters of recommendation should be sent by e-mail to JACEEDirectorSearch@gmail.com no later than January 15, 2020. Only complete applications received by the closing date will be considered.

Information about the Fulbright Program can be found at: <https://eca.state.gov/fulbright> and <https://www.fulbright-jordan.org/>.