History and Context for AIRC Executive Director Search

The American International Recruitment Council’s (AIRC) mission is to safeguard the interests of both international students and enrolling institutions through the promotion of ethical, standards-based international recruitment strategies.

AIRC is a 501(c) 3 educational association and Standards Development Organization created in 2008 by members of the U.S. higher education community concerned with the need for leadership in setting standards for international recruitment strategies and best practices for enrolling institutions. Since that time, AIRC has established the first independently verified, rigorous certification process for international recruitment agencies as well as become the only educational membership association focused solely on professionalizing international student recruitment and bringing this focus to the higher education community through professional development and training.

Since its inception, AIRC’s membership has grown to incorporate almost 300 U.S. accredited academic institutions and ESL programs, over 85 certified agencies, and a number of pathway programs. It has become synonymous in many circles with concern for standards, quality assurance, and integrity in international student recruitment both, within the U.S. higher education community and the international recruitment industry worldwide.

AIRC members include senior international officers, directors of international enrollment, recruitment professionals and managing directors and owners of educational recruitment agencies. These stakeholders seek to promote campus cultural diversity, talent development and further their institution’s strategic interest through international student enrollment. These American higher education institutions are competing for market share with their counterparts in Australia, Canada, Great Britain, New Zealand, and Ireland while at the same time, sharing concern for the welfare of international students investing in education in these countries.

The next Executive Director will work with a highly committed and competent national office staff along with a stable budget in its Bethesda, Maryland office. Similarly, the new Executive Director will work with a very active Board of Directors, which is represented by member institutions as well as the certified agencies. She or he will be challenged to continue to identify and increase value for members, to sustain growth, establish strong
external relationships, and to work with the Board to set and implement strategic goals to ensure the fulfillment of AIRC’s mission.

More information on AIRC is available at http://www.airc-education.org/about-airc

Position Description

The Executive Director is responsible for developing program, organizational and financial plans in collaboration with the Board of Directors to support the mission and goals of AIRC including membership growth and value, professional development, the annual conference, outreach, and agency certification.

The Executive Director is appointed by the AIRC Board of Directors and reports to the President.

Specific Responsibilities

- Contributes to and guides the implementation of AIRC’s strategic vision
- Executes plans to fulfill AIRC’s mission
- Develops and implements the annual conference
- Develops and implements outreach and strategic growth in member, sponsor, and affiliate organizations
- Serves as liaison (non-voting) member of the Board of Directors
- Hires and manages staff and all organizational contractual obligations
- Serves as spokesperson for the organization together with the President
- Serves as liaison to organizations and associations relevant to AIRC’s mission and growth

Is Accountable for

- Overall financial health and integrity of the organization
- Organizational growth within parameters set by the Board
- Compliance with local and federal regulations governing non-profit organizations and with AIRC bylaws
- Overall success of the annual conference
- Integrity of AIRC agency Certification

Position Requirements

Candidates for this position should demonstrate the following experience, knowledge and skills:

- Capacity to engage with and be trusted by members and to communicate effectively with government officials, policy-makers, the media, and fellow associations
- Capacity to envision and implement member value and growth strategies within an annual budget up to $1,000,000
- Ability to support and collaborate with the Board of Directors as both chief executive and non-voting member
- Direct experience supervising an experienced and dedicated staff
- Understanding of international student recruitment goals and strategies
- Understanding of and appreciation for peer reviewed accreditation schemes
- Knowledge and understanding of the role of non-profits in general and education associations specifically
- Knowledge of and experience in creating and directing dynamic conference and training/learning environments.
- Knowledge of and experience working within the US higher education system
- Demonstrated cultural understanding and an ability to communicate and interact with people of different backgrounds
- Appropriate combination of higher education degree and work experience

**Other Considerations**

- Experience in and willingness to travel both domestically and internationally
- Ability to have a flexible work schedule that will include working nights and weekends
- Washington D.C. area residence or willingness to relocate to the region
- Eligible to work legally in United States
- Anticipated start November 15, 2020

**Compensation**
Compensation is in the range of 100K plus. A 403b retirement fund and health insurance expense compensation plan are also available.

**Application Process**
Qualified and interested candidates should include a cover letter, a vision statement for AIRC (max 2 pages), a CV and names and contact information of five individuals as references. Application should be submitted no later than July 31, 2020 and sent electronically to Certification@airc-eduction.org

AIRC is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, religious creed, gender, sexual orientation, marital status, disability, age, and political affiliation. AIRC is an Equal Opportunity Employer.