

The Joint National Committee for Languages (JNCL) and the National Council for Languages and International Studies (NCLIS) Seek an Executive Director

WHO WE ARE

In 1976, the Joint National Committee for Languages began as an informal coalition of eight national language teaching associations, and now has grown to over 60 members, including national, regional, and state organizations. JNCL is an entirely member-funded nonprofit education policy association, and it represents more than 300,000 professionals under its three-tiered governance. The most widely known JNCL activity is its annual Delegate Assembly in Washington, DC, where members promote public awareness of language issues.

Since its creation in 1988, the National Council for Languages and International Studies has engaged in public advocacy on behalf of languages and international education. NCLIS is a nonprofit trade association that serves as an "action arm" for the language and international education community by translating professional priorities into national policy.

JNCL and NCLIS now represent over 60 national and regional organizations encompassing virtually all areas of the language field: the major and less-commonly taught languages, including English and English as a second language, bilingual education, the classics, linguistics, exchanges, research, technology, and translation.

MISSION STATEMENT

The member organizations of JNCL-NCLIS are united in the belief that all Americans must have the opportunity to learn and use English and at least one other language. Our mission is to promote policies that respect and develop the language abilities of Americans.

EXECUTIVE DIRECTOR SOUGHT

JNCL-NCLIS invites applications and nominations for the position of Executive Director of the two associations. The Executive Director is the key spokesperson for the associations, representing the interests of our over 60 member organizations. The JNCL-NCLIS office is located in Washington, DC. The target start date for the new Executive Director is May 31, 2012. **All applications will be held in strict confidence.**

Interested applicants should submit a detailed cover letter with resume and salary requirements to jncl@constellargroup.com. Review of applications will begin March 15, 2012 and will continue until the position is filled.

SUMMARY OF RESPONSIBILITIES

The Executive Director of JNCL-NCLIS:

- Coordinates and implements lobbying activities for the organization
- Works with, coordinates and represents member organizations at the national level – promoting their common interests and building consensus to determine and promote a common policy agenda related to foreign-language legislation
- Provides for continuity of leadership of the organization, serving as liaison between member associations, the Board of Directors, and government agencies
- Manages day-to-day operations of the association, supervises staff, and oversees finances
- Plans and organizes the annual Delegate Assembly and Legislative Day and meetings of the Board of Directors in consultation with the Executive Committee and the Board of Directors
- Leads strategic planning and membership development for the organization

QUALIFICATIONS

REQUIRED

- United States citizen, able to be bonded
- Advanced professional degree or equivalent experience
- Demonstrated record of organization/association management experience, including personnel management, financial management, and strategic planning
- Demonstrated ability to work collaboratively, and via electronic media, with constituents, members, staff, professional organizations and government entities
- Demonstrated success in policy development and extensive knowledge of the workings of the Federal government, including Congress, the Executive branch and relevant government agencies
- Demonstrated success as a consensus builder
- Demonstrated ability to utilize diverse technologies
- Excellent written and oral communication skills

PREFERRED

- Demonstrated knowledge of issues in the field
- Demonstrated commitment to world language learning and international studies
- Experience with advocacy for an organization within the educational, legislative or community spheres at national and state levels
- Able to lobby on behalf of the associations or ability to learn the lobby component of the position