AIRC Executive Director Position Description

Overview

As a dynamic and growing organization, AIRC has positioned itself as the industry leader and only international student recruitment quality assurance organization in the United States. Working collaboratively with multiple GO’s and NGO’s, the organization focuses its efforts in advocating on behalf of international students by developing ethical international enrollment management standards.

This is an exciting time for AIRC as it has experienced a rapid growth in membership among all its categories, including higher education institutions, recruitment agencies, non-recruitment partners, and others. Similarly, our partnership collaborations have expanded, and include the U.S. Department of State, U.S. Department of Commerce, NAFSA, AIEA, NCAA, NJCAA, NAIA, and others.

To continue managing its growth and further developing the organization’s success, AIRC is searching for its next Executive Director upon the retirement of the current Executive Director.

Position Description

In collaboration with the Board of Directors, the Executive Director is responsible for developing program, organizational and financial plans 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 members, sponsors, and strategic partners.
- Represents AIRC at national and international events to expand AIRC’s reputation and influence as the leading international enrollment management association.
- Develops resources, programs, and events that enhance member benefits and serve the international enrollment management field, including the annual Spring Symposium; training and education programs; and resources such as the State of the Field Survey.
- 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.
• Other responsibilities as needed and assigned by the Board of Directors.

Accountable for

• Overall financial health and integrity of the organization.
• Organizational growth within parameters set by the Board of Directors.
• Compliance with local and federal regulations governing non-profit organizations and with AIRC bylaws.
• Overall success of the annual conference and other events.
• 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, policymakers, 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.

In addition, a minimum of a master’s degree and 5+ years of international education work experience is required.

Important Considerations

• Fully remote position.
• Eligible to work legally in United States.
• Experience in and willingness to travel both domestically and internationally.
• Ability to have a flexible work schedule that will include working nights and weekends.
• Anticipated start November 1, 2023.
**Compensation**

Salary range: $110,000-140,000 plus benefits.

**Application Process and Deadline**

Qualified and interested candidates should include:

1. Cover letter
2. CV/Resume
3. Brief statement on the future of AIRC considering the organization’s current vision and mission. (1000 words max.)
4. Names and contact information of three references. (*Note: AIRC reserves the right to contact organizations and individuals not listed by the candidate for references and/or other information*)

Application should be submitted electronically to search@airc-education.org no later than July 14, 2023. Incomplete applications will not be considered.

**History**

The American International Recruitment Council (AIRC) is a non-profit 501(c)(3) membership association of accredited secondary and post-secondary institutions, student educational recruitment agencies, and service providers that seek to promote standards-based international student recruitment and enrollment practices. As a leader in the field of international enrollment management, AIRC develops and provides essential resources, services, and programs for its 350+ members to advance their recruitment goals and adhere to standards. AIRC is a Standards Development Organization (SDO) registered with the U.S. Department of Justice and the Federal Trade Commission.

The American International Recruitment Council’s (AIRC) champions the interests of international students, educational institutions, and educational agencies through the development of professional standards and partnerships that advance effective and strategic practices in international enrollment management.

AIRC was 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 educational recruitment agencies and has 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 96 certified agencies, and a dozen service provider members. 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. In 2022 AIRC adopted Higher Education Institutional Standards for International Enrollment Management (IEM) in fulfillment of its SDO role. AIRC’s Standards help to safeguard the interests of international students, their families, enrolling institutions, recruitment agencies, and all entities involved in the recruitment and enrollment of international students.

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. 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.

AIRC Diversity, Equity, and Inclusion Declaration

AIRC welcomes our diverse members’ unique contributions through their life experiences and social identities which include, but are not limited to; age, ancestry, belief, color, culture, disability, education, ethnicity, gender identity and expression, languages spoken, marital status, nation of origin, race, religion/spirituality, and sex.

AIRC values transparency and integrity in a diverse membership that share common views to build a global organization that promotes inclusivity and equity in the shared interest of student success.

AIRC inspires courageous yet mutually respectful dialogue that embraces differences of thought to promote a deeper appreciation for cultural backgrounds, perspectives, and experiences to create an inclusive global membership organization.

AIRC aspires to advancing and achieving an inclusive society through advocacy and fulfillment of AIRC’s mission.

AIRC commits to:

- Ensuring a fair and inclusive representation of stakeholders on its Board of Directors and Certification Commission.
- Demonstrating a dedication to diversity, equity, and inclusion through employment practices of its administration.
- Fostering an environment that values and respects its diverse and expanding memberships.
• Creating professional development opportunities for members on cultural sensitivity to strengthen effective domestic and international recruitment.

More information on AIRC is available at https://www.airc-education.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.