

The Kosciuszko Foundation - President and Executive Director Search

The Kosciuszko Foundation, Inc., dedicated to promoting educational and cultural exchanges between the United States and Poland and to increasing American understanding of Polish culture and history, is inviting applications for the position of President and Executive Director. Headquartered in New York City, the Foundation has operations in Warsaw, Poland, and Washington, DC.

Reporting directly to the Board of Trustees, the incumbent will provide visionary leadership to maximize the continuing expanding influence of the Foundation within Poland and the United States. The individual we seek is expected to:

- Develop strategic initiatives in educational and cultural programs; collaborate with the Board of Trustees in recognizing and pursuing new opportunities to advance further the Foundation's American / Poland collaborations.
- Drive the overall fundraising efforts: identify and cultivate prospective donors while preserving and maximizing current contributor commitments; obtain funding from diverse untapped resources; oversee the development department including grant writing and membership activity; build upon the fundraising activities of the annual gala in NY and annual dinner in Washington, DC.
- Oversee the administration of the educational and scholarly grant programs.
- Direct the day-to-day operations: hire, engage and manage staff in the measurable impact on current workload and implement improvements; ensure the proper maintenance of the physical headquarters and Washington, DC buildings and Warsaw office – conduct routine structural and mechanical assessments for preventative and updating of plant assets.
- Create, in conjunction with the Board, achievable and assessable operational and purpose-driven annual and multi-year goals and objectives.
- Steward the fiscal operations: ensure compliance with restricted and unrestricted grant directives; review the annual and monthly accounting reporting; develop and monitor the annual budget; be cognizant that expenditures remain within budget; recommend budget revisions to the Board's Finance Committee when appropriate.
- Advance the Foundation's mission by developing key relationships within the educational, fine arts, scientific, business, and government communities as well as within the citizenry of the United States and Poland.

To successfully meet the job requirements as described, an applicant typically possesses:

- substantial experience in working with Americans of Polish descent and the Polish community;
- knowledge of the history, literature, art and political affairs of Poland;

- excellent and fully proficient oral and written communication skills in both business English and Polish;
- a proven track record of fundraising, securing grants, relationship building and creating signature programs;
- solid computer and social media skills;
- at least 15 years of leadership in senior managerial, senior administrative, professorial or comparable capacity;
- a post-graduate or terminal degree.

Salary is commensurate with experience.

Prospective candidates should submit a current curriculum vitae together with an accompanying cover letter expressing interest and three professional / business references to:

Alex Storozynski, Kosciuszko Foundation President Emeritus, and
Chairman of the Board of Trustees at: alex@thekf.org indicating
"President and Executive Director Search" in subject line.

Submissions are accepted up to midnight, October 21, 2016. Candidates meeting committee interest will be contacted for interviews. The anticipated start date for this position is November 18, 2016.