

Program Director, The Language Flagship

Organization

The [Institute of International Education](#) (IIE) provides educational, cultural, and professional opportunities that transcend borders and foster a peaceful and interconnected world where all people can achieve their full potential. We are among the world's largest and most experienced international education and training organizations, and we support substantial domestic and internationally recognized programs. The Institute proudly counts 59 Nobel Laureates as alumni or trustees of the organization.

The Language Flagship

The [Language Flagship](#) is a national initiative designed to change the way Americans learn languages through a groundbreaking approach to language education for students from kindergarten through college. Started in 2002, it is an initiative of the [National Security Education Program \(NSEP\)](#), managed by IIE, which leads the nation in designing, supporting, and implementing a new paradigm for advanced language education. The program encompasses 26 domestic and 10 overseas higher education institutions and builds and maintains relationships with institutional grantees and government partners, overseeing program deliverables and milestones. Through an innovative partnership among the federal government, education, and business communities, The Language Flagship graduates students who will take their place among the next generation of global professionals, commanding a superior level of fluency in one of many languages critical to U.S. competitiveness and security.

NSEP is the only federally-funded effort focused on the combined issues of language proficiency, national security, and the needs of the federal workforce. In conjunction with technology and research-oriented investments, NSEP represents an integral component of a national security strategy to eliminate the serious language deficiency in the federal government. NSEP was created in 1991 to develop a much-needed strategic partnership between the national security community and higher education to address national needs for expertise in [critical languages](#) and regions.

Position

As the Program Director of The Language Flagship program, you will lead our efforts in managing this high profile, multimillion dollar program. Your work will be multi-faceted as you collaborate with the sponsor of this program, the [domestic](#) and [international](#) grantees (higher education institutions), and IIE staff including your team of at least five members. You will be at the forefront of innovative language and international education programming, working with the sponsor and university colleagues to identify institutions that are the best fit for the program and working with them as they implement new curricular designs. The act of learning a foreign language at the professional level takes an extraordinary amount of effort and has many intricacies. You will focus on high value ideas and approaches as you manage complex organizations. You will guide decisions regarding the budget, contractual requirements, and programmatic initiatives as you oversee program administration and partner with the sponsor.

Responsibilities

Program Management

- Liaise with the sponsor to review and develop new policies, procedures, and initiatives.
- Liaise with senior university officials within The Language Flagship community to include program promotion, dissemination of results and best practices, problem solving, and the development of a community of educators committed to the program goals.
- Establish team roles and portfolios; develop business processes and procedures to meet program objectives and deliverables, within budget, on time, and in compliance with applicable program guidelines and regulations.
- Ensure that regular and ad hoc reporting requirements are met. Develop and implement quality assurance measures for each program activity.
- Supervise grants solicitation and request for proposal process ensuring open and transparent processes in compliance with program requirements, best practices, and regulations. Ensure timely and appropriate feedback to award recipients and unsuccessful applicants.
- Oversee annual review of sub-awardee reporting, renewal of program plans, and grant budgets.
- Liaise as the lead negotiator for program scopes and budgets. Ensure timely execution of all successful awards and timely execution of all contracts and sub-awards for the IIE internal Grants and Contracts unit, university program and sponsored program offices, and the sponsor's office.
- Oversee the team's sub-awardee monitoring activities including payments, reports, and site visits to ensure compliance with program, financial, and regulatory requirements.
- Comply with applicable contract and sponsor requirements and follow all IIE policies and procedures.
- Make complex decisions involving the implementation of policy, requiring foresight to anticipate risks, and judgment to mitigate them.
- Collaborate with other IIE division and central services units (e.g., Finance, HR, IT) on projects and services that further the Institute's mission.

People Management

- Manage and lead a team of at least five.
- Prioritize, organize, distribute, and coordinate the flow of work. Assess workload based on priorities and level of complexity.
- Approve performance appraisals and compensation decisions for team members in the unit, conduct performance appraisals, and make compensation decisions.
- Ensure that team follows prescribed policies, procedures, and schedules.

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- Guide individual performance via timely feedback and support. Make recommendations concerning employment, termination, performance evaluations, salary actions, and other personnel actions.
- Train team on all policy and program updates.

Financial Management

- Oversee program portfolio of approximately \$20 million annual budget and administrative budget of \$1 million; coordinate with senior program finance manager and applicable IIE Shared Services (e.g., Grants and Contracts, Legal, Controller) awarded to higher education institutions.
- Work with the division director, senior program finance manager, and team to ensure financial approvals for activities are submitted and approved according to established procedures.

Qualifications

Education/Experience:

- Bachelor's degree, advanced degree preferred, in international education, foreign language, international studies, or related field.
- A minimum of seven years of comparable work experience, ten years preferred.
- Staff management experience.
- Management of complex, fast-paced programs with many deliverables, specific timelines, and changing priorities.
- Program management experience including budgeting, maintaining client relationships, and delegating tasks and responsibilities in a complex, deadline-oriented environment.
- Higher education administration, especially foreign language and international program administration, preferred.
- Institutional grantee administration and/or federal program or grants management preferred.

Knowledge, Skills, and Abilities:

- Ability to manage, motivate, and develop high functioning teams operating in a complex, fast-paced environment.
- Excellent commitment to quality and customer focus. Ability to build and maintain effective relationships with internal and external customers. Comfort working in a client-centered office.

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- Strong communications skills, both spoken and written, to clearly and effectively convey information to individuals or groups of people of varying educational, cultural, and experience levels.
- Working knowledge of appropriate grants regulations preferred.
- Knowledge of foreign language acquisition programs and methods preferred.
- Demonstrated awareness of diversity and cross-cultural skills. Proven ability to work effectively across different world regions, as well as divisional and departmental lines.
- Demonstration of maintaining compliance with established guidelines, policies, and procedures.
- Excellent critical thinking skills and sound judgment.
- Demonstrated adaptability and flexibility in dealing with changing circumstances.
- Proficient using Microsoft Office 2010, internet software, and database software.
- Ability to travel domestically and internationally up to 35 percent.

Attributes

- Business acumen. You see the big picture and understand how the details relate to the overall mission of an organization. You have the ability to “come up to speed” quickly. You are knowledgeable on operations and the unique needs of programs. You are passionate about identifying and meeting challenges through proactive alignment and engagement of key stakeholders. You see strategy as constantly evolving. You are able to create a strategy and corresponding action plan.
- Client/customer oriented. You cooperate easily with staff, sponsors, and grantees, working as a positive team player. You are committed to providing the highest level of service. You are approachable, flexible, and responsive. Internal and external stakeholders respect you for your knowledge and abilities, and find you both approachable and responsive.
- Coach (Mentor). You have proven experience coaching, mentoring, and developing staff. You are an excellent mentor who is willing to listen and learn from others. You are sensitive and respectful of cultural differences with international faculty, administrators, and stakeholders. You are known for leadership, poise, tact, and diplomacy.
- Collaborative. You work well through others to clarify needs, build consensus, and gather support for action. You have a collaborative work style and are able to work across departments to get the results and support you need while maintaining relationships. You demonstrate the ability to understand the needs of a program. You are grounded in our organizational values of sharing information and working cooperatively.
- Great communicator. You have excellent oral and written communication skills. You get the information you need and convey the right information in a direct and pleasant manner. You are articulate and thoughtful, and you communicate your points easily. You take the time to learn what's valuable and important to others.

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What's Attractive to the Right Candidate?

- This is a high profile, high impact role. You will work with the program sponsor, grantees, and department staff who will depend on you for your leadership and strategic direction.
- You will have the opportunity to travel domestically and internationally to support our program.
- IIE offers a comprehensive employee benefits package, including paid time off, health insurance, and retirement.

To Apply

This search is managed by Dorsey Davidge at Staffing Advisors. Please forward your resume and cover letter to resumes@StaffingAdvisors.com with "**IIE – Program Director, Language Flagship / 2015-2001**" in the subject line of the email.

Staffing Advisors is committed to helping our clients create a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Some positions may require pre-employment screening potentially including: a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history.