

(This search was completed in October, 2000, with the appointment of Samantha Barbee, Senior Associate of LaPiana Associates in the San Francisco Bay Area and former Director of MBA Student Services and Associate Director of the Nonprofit and Public Management Program at the Walter A. Haas School of Business at the University of California, Berkeley.)

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Job Announcement

International Youth Foundation Special Assistant to the Founder/CEO and to the Chief Operating Officer (Posted: September 5, 2000)

The International Youth Foundation in Baltimore, Maryland, is looking for a bright, well-organized, high-energy, and internationally-minded person to serve in the sensitive and important role of Special Assistant to the Founder/CEO and to the COO. This is an exceptional opportunity for an individual to work at the very center of a fast-growing nonprofit organization with its two top executives, as well as with the organization's board of directors and senior staff. The International Youth Foundation invites applications from candidates with the skills and experience described below. Applications will be accepted until the job is filled.

The Organization

The International Youth Foundation is a private, nonprofit organization that seeks to improve the conditions and prospects of children and youth around the world. Working in partnership with national foundations in countries such as Mexico, Ecuador, Brazil, Ireland, Slovakia, Poland, Germany, Israel, South Africa, Thailand, the Philippines, and China, IYF and its partners identify, strengthen, and expand programs that have been proven effective in meeting young people's needs. IYF currently has partnerships with organizations in 31 countries, and plans to work in 60 countries by 2003.

IYF also works to increase global awareness of children and youth issues, strengthen the organizational skills of youth program leaders, and increase international philanthropy in support of children and youth. One of its most recent initiatives is the Global Alliance for Workers and Communities, a partnership funded by Nike and the Gap, with support also from the World Bank and the MacArthur Foundation, to improve the work and life opportunities for young adult factory workers in countries such as Thailand, Indonesia, Vietnam, and China. In 1999, IYF organized the Children's Hour, a campaign that asked people around the world to donate their earnings from the final hour they worked in the millennium to programs that benefit children in the new millennium. More than \$13 million was raised.

IYF was founded in 1990 with the largest commitment ever from the W.K. Kellogg Foundation, providing \$67 million in support over the past ten years. IYF is now funded by a variety of private foundations, corporations, and governments. It currently has an

operating budget of \$25 million (which includes \$12 million that it expends as grants to its national partners), and a staff of 55 at its headquarters in Baltimore. Its founder and CEO is Rick Little, and its chief operating officer is William S. Reese.

For more information about IYF, please go to <http://www.iyfnet.org>.

The Position and its Principal Responsibilities

The Special Assistant to the Founder/CEO and to the COO will work closely with the organization's top two executives—Rick Little and Bill Reese—to help them carry out their significant leadership responsibilities. This is a classic special assistant position, i.e. it is an opportunity to work at the center of an organization on a variety of important and often sensitive projects that require execution by a person with a high level of intelligence, the energy to keep up with a fast-paced environment, the flexibility to work on a wide variety of assignments that are deemed critically important by the two leaders, superb interpersonal skills, and a strong commitment to the mission of the organization. It is hoped that the Special Assistant will occupy this position for at least two to four years. If interested in working at IYF longer, the incumbent should then be well positioned to move into an important line management opportunity.

The Special Assistant's key responsibilities will include:

1. Staffing IYF's high-profile board of directors, including coordinating all of the logistical and substantive work related to board meetings, which take place three times per year in various cities around the world.
2. Developing and implementing systems to insure that all follow-up work that emerges from frequent meetings the CEO or COO have with IYF senior staff are carried out in a timely way.
3. Assisting the CEO in preparing for his frequent meetings with key leaders of governments, corporations, foundations, and NGOs.
4. Representing the CEO, who travels internationally extensively, at meetings he cannot attend at the Baltimore headquarters.
5. Assisting the COO in monitoring senior staff progress in implementing the organization's annual operating plan.
6. Drafting letters and memos for the CEO and COO that will go out under their signature.

Desired skills and personal characteristics:

As the person acting on behalf of the CEO and the COO of a fast-growing, international organization committed to improving the lives of children and youth, the Special Assistant should be:

1. Attentive to detail and consistently thorough.
2. Able to write and speak clearly, concisely, and effectively.
3. Comfortable and skillful in working with board members and senior staff **on behalf of the CEO or the COO**, which implies a high level of diplomatic skills and an ability to frequently submerge one's own need for personal recognition or decision-making autonomy.

4. Able to acquire such a deep understanding of the CEO's and COO's needs and the organization's strengths and weaknesses that potential problems can be anticipated and resolved before they become significant.
5. Capable of working on sensitive tasks that require absolute discretion.
6. Fluent in English **and** one other major language.
7. Genuinely interested in the work of IYF and supportive of its mission.

Desired experience:

1. At least three years of professional, organizational experience.
2. Working knowledge of nonprofit organizations, especially those that operate globally.
3. Significant international experience, which might have been acquired through academic, work, or other opportunities. Note the language requirement above.
4. A graduate degree in a management-related field, e.g. business administration or nonprofit management.

Compensation

Salary will be commensurate with experience and qualifications. The foundation offers a generous benefits package.

To Apply

Please **e-mail or mail**: 1) cover letter, 2) resume, 3) email address, and 4) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5809 Augusta Lane
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: LSlesinger@erols.com (attached files in Microsoft Word only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The International Youth Foundation is an Equal Opportunity Employer.