



## **Alliance Française de Las Vegas**

Alliance Française de Las Vegas is an educational and cultural nonprofit 501(c)(3) organization that serves the Las Vegas NV area. Our mission is to promote the French language, increase awareness of French and francophone cultures and foster friendly relations between the local French speaking populations and the surrounding community.

### **Executive Director Job Description:**

The Executive Director is the management leader of the Alliance Française de Las Vegas who oversees the school, directs instructors, and selects the portfolio of quality class offerings of the Alliance Française de Las Vegas, with the goal of increasing student enrollment in classes. The Executive director represents the Alliance Française in the community, providing staff leadership and management oversight for the whole organization in the fulfillment of its mission.

### **Key Functions:**

1. **School Management:** Oversees office operations and classes registrations.
2. **Teaching:** Oversees different classes including groups or private lessons for different ages.
3. **Certifications:** Oversees the planning and organization of the different official certifications for French as a Foreign language for students and development of teachers.
4. **Organizational, Operational, and Human Resource Management:** Hires, trains, and evaluates teachers, interns and volunteers while also developing the curriculum and new regular or specialized offerings.
5. **Financial Management:** Works with the Finance Committee of the Board to develop the annual budget for AFLV and manages the daily operations for the organization with the goal of meeting the established financial objectives set.
6. **Board Governance:** Actively communicates and works with the AFLV Board to assure the overall direction and functioning of the institution.
7. **Communications and Marketing:** Creates and develops campaigns, programs, relationships, advertising, and media coverage to enhance the positive image of the AFLV and increase the number of students, members, and supporters; manages website and social media sites.
8. **Fund Raising:** Cultivates and nurtures relationships with current and potential donors and sponsors; initiates and directs a grant writing program for the organization.
9. **Local Community Services and National/International Community Relations:** Develops and nurtures partnerships with local businesses, arts, cultural and diplomatic institutions that amplify the Alliance Française's presence.
10. **Cultural center, events, and library:** Develops and promotes the cultural event agenda and media resources and organizes events and encounters.

### **Minimum Qualifications:**

- Must have the legal right to work in the United States;
- Leadership experience in a non-profit organization;



- Master's degree or equivalent required; graduate degree preferred in the teaching of French language as a foreign language;
- Strong command of French and English languages in writing and public speaking;
- Knowledge of teaching techniques and materials adapted to French as a foreign language;
- Experience in teaching and/or school administration;
- Administrative skills including planning, budgeting and grant writing;
- Interest and experience in producing, planning, and managing cultural events;
- Willingness to work a flexible schedule, with some evening and weekend duties;
- Demonstrated success in private foundation grants procurement and special event fund-raising
- Proficiency in computer skills including Microsoft Office (Word, Excel, Outlook and PowerPoint) and a willingness to learn other programs maintained by the organization, website updating, knowledge of social media.

### **Preferred Qualifications**

- Knowledge of basic accounting principles, financial and tax reporting, payroll;
- Background in strategic planning and organizational development;
- A successful fund-raising track record;
- Current examinateur-correcteur du DELF – DALF or a strong commitment to becoming one within two years.

### **Application Procedure and Process:**

Candidates are to contact by June 21, 2021 both the President Marc Zeman [mzeman@aflasvegas.org](mailto:mzeman@aflasvegas.org) and the Executive Director, Claudine Escobar-Durand [director@aflasvegas.org](mailto:director@aflasvegas.org) with a resume and two written cover letters, electronically, one in English and one in French language, describing how they might marshal their background and experiences to lead the organization.

The search committee, after reviewing and screening of applicant letters will contact individuals of interest for further credentials and references. Selected applicants will be scheduled for interviews with the search committee and Board with an anticipated position start date of August 1, 2021 for a transition period. All candidates must pass a drug screening and a criminal background check.

### **Salary and Compensation:**

The salary and benefit package will be commensurate with the education, professional credentials, and relevant professional experience of the candidate.

### **Equal Opportunity**

Alliance Française de Las Vegas is an equal opportunity employer and does not discriminate against anyone based on race, color, creed, origin, religion, gender, gender identification, or age.