

## **Eurasia Program Director**

The Eurasia Program Director manages all day-to-day program operations and is responsible for planning the program's short-term and long-term development.

The Director will secure new research funding, execute research projects, develop communication strategies to disseminate research findings, cultivate working relationships with other think tanks and partner institutions, proactively recruit new talent, and expand training and development opportunities for affiliated scholars and interns.

### **RESPONSIBILITIES**

#### **Day-to-day Activities:**

- Manages the day-to-day operations of the Eurasia Program in alignment with FPRI's mission and program goals.
- Responsible for development and implementation of the program's research agenda, conference and event planning.
- Publishes regularly with FPRI-affiliated and non-FPRI outlets about Eurasia-related topics.
- Works with organizational leadership on fundraising, prospecting, networking, as well as strategic planning and budget planning responsibilities for the program.
- Collaborates with FPRI's personnel, including research, finance, communications, events, and development staff.
- Cultivates and maintains partnerships and collaborations with other organizations, scholars, and oversees a network of affiliated fellows.
- Regularly briefs the FPRI leadership on the status of program activities and promptly relays any information that may require the President's input or affects other FPRI operations and/or activities.
- Oversees FPRI thematic initiatives including Black Sea Initiative, Baltic Initiative, Russia Foreign Policy Project, Russia Political Economy Project, The Central Asia Initiative, Democracy at Risk Initiative, and the Bear Market Brief.
- Represents FPRI at events, conferences, and high-level meetings in the United States and abroad.

#### **Fundraising and Grants and Contracts Management**

- Responsible for raising funds to support the Eurasia program's work and research agenda.
- Identifies funding opportunities and drafts research proposals to secure that funding if it aligns with the program's and FPRI's research and strategic plans.
- Ensures grants and contracts are executed professionally, on-schedule, and within budget.

#### **Develop Communication Strategies:**

- Collaborates with FPRI's Communications staff to identify key stakeholders and audiences.

- Where appropriate, develop channels of communication with policymakers, practitioners, journalists, educators, and other key audiences.

#### **Improve the Program's Resilience:**

- Document standards, procedures, and quick reference guides.
- Communicate the importance and successes of the Eurasia program's research to FPRI leadership, Board of Trustees, and other key stakeholders when appropriate.

#### **QUALIFICATIONS & SKILLS**

- A PhD in a relevant field or a combination of a master's degree and relevant work and research experience.
- Ten years of research leadership and program management experience
- Regional experience (field research, education, or living experience in one or more of the countries in the Eurasia region).
- Language skills (must have working knowledge of at least one of the languages in the Eurasia region).
- Fundraising experience engaging with private foundations as well as government agencies.
- Grant-writing and contract management experience.
- Excellent written and oral communication skills.
- Excellent management and leadership skills.

#### **Compensation & Employee Incentives**

- The base salary range for this position is commensurate with experience.
- Participates in the organization's bonus pool.
- This position will be performed on a hybrid basis. Much of the work can be done remotely although the position requires travel to FPRI offices in Philadelphia on a regular basis.
- FPRI values employees' ability to maintain a healthy work-life balance and offers a generous benefits and liberal leave policy that currently includes a flexible hybrid work opportunity, 35-hour / 4-day work week option, untracked leave policy; 100% employer sponsored medical, dental, and vision coverage for employees, professional development opportunities, and a 403(b) 5% matching contribution upon completing two years of service.

#### **APPLICATION INSTRUCTIONS**

- FPRI is committed to considering a broad array of candidates. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.

- Applicants must be authorized to work for any employer in the United States. We are unable to sponsor an employment visa.
- Please email your resume and cover letter with "Eurasia Program Director" in the subject line to [tspencer@fpri.org](mailto:tspencer@fpri.org)
- Please share your interest in the organization and describe your most relevant skills and experience(s) in a cover letter.
- Applications are reviewed on a rolling basis until the position is filled.
- Please, no phone calls. Direct applicants only please, no agency submissions will be reviewed.