

Alliance Française d'Atlanta
Executive Director Job Description

Serving the Atlanta community since 1912, the Alliance Française d'Atlanta is a member-supported 501(c)(3) non-profit organization with a mission of promoting the knowledge of worldwide French language and French-speaking cultures through educational and cultural programming. The Alliance Française d'Atlanta is a member of the Fédération des Alliances Françaises. Founded in Paris in 1883, the Alliance Française is the largest cultural network in the world, with over 1,135 chapters in 138 countries and 130 chapters in the United States. We are committed to teaching French, fostering cross-cultural understanding, and enriching cultural life in Metro Atlanta. Our language school offers a full range of French courses for individuals, groups, businesses, and non-profit and governmental organizations. The social and cultural calendar includes concerts, culinary events, film screenings, and art exhibits at both our Downtown Atlanta and Roswell locations and throughout the metro area. Through a unique partnership with the Goethe-Zentrum Atlanta called Kultur Ensemble, we share offices, classrooms, and event spaces. We are North America's only Franco-German Cultural Center and one of only nine in the world.

The Alliance Française d'Atlanta seeks an Executive Director who serves as the Chief Executive Officer of the Alliance Française d'Atlanta. The Executive Director reports to the Board of Directors. The Executive Director ensures the long-term sustainability and growth of the organization and is responsible for strategic leadership, operations, programming, and community engagement. The Executive Director also advances the mission of the Alliance Française d'Atlanta by: overseeing the administration of the Atlanta and Roswell language schools; creating and promoting cultural, educational, and social programming; and fostering friendly relations between Francophone individuals and groups and the local community.

GENERAL RESPONSIBILITIES:

1. Board Governance: Works with the Board to fulfill the organization mission.
 - a. Responsible for leading the Alliance Française d'Atlanta in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - b. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. Financial Performance and Viability: Works to develop resources sufficient to ensure the financial health of the organization.
 - a. Responsible for the fiscal integrity of the Alliance Française d'Atlanta, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

- b. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - c. Responsible for fundraising and developing the necessary resources to support the Alliance Française d'Atlanta's budget and programs.
- 3. Operations: Provides effective oversight of all operations of the organization.
 - a. Responsible for effective administration of the Alliance Française d'Atlanta offices, programs, and events.
 - b. Responsible for the hiring and retention of competent, qualified staff.
- 4. Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through classes, programs, strategic planning, and community outreach.
 - a. Responsible for implementation of the Alliance Française d'Atlanta's programs.
 - b. With the Board of Directors, responsible for strategic planning to ensure that the Alliance Française d'Atlanta can successfully fulfill its mission into the future.
 - c. Responsible for the enhancement of the Alliance Française d'Atlanta's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

PRIMARY JOB RESPONSIBILITIES:

1. Oversee financial operations, including budgeting, payroll, accounts payable/receivable, and financial reporting. Maintain accurate records and report to the Board on a monthly basis.
2. Provide regular updates and strategic recommendations to the Board of Directors and participate in Board meetings, working closely with the Board to advance the mission and growth of the organization.
3. Lead the day-to-day operations of the organization, maintain clear and consistent communication with staff, members, the Board of Directors, sponsors, outside vendors, and other Alliance Française chapters.
4. Hire, retain, and monitor administrative and instructional staff.
5. Maintain employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit. Review, negotiate, and approve contracts in coordination with the Board.
6. Oversee all communications to members, students, program attendees, and the larger community. Develop and implement a comprehensive marketing strategy to promote programs and events.
7. Design and execute fundraising strategies, including donor outreach, membership drives, and sponsorship opportunities.
8. Establish and maintain relationships throughout the state, including but not limited to the consular corps, educational institutions at every level, corporations, and philanthropic organizations, and utilize these relationships to strategically enhance the Alliance Française d'Atlanta's mission.

9. Serve as the Alliance Française d'Atlanta's primary spokesperson to the organization's constituents, the media, and the public.
10. Serve as an instructor in the language school as necessary.
11. Other duties as assigned by the Board of Directors.

QUALIFICATIONS:

1. Required: Bachelor's Degree. Master's or other advanced degree preferred.
2. Required: Written and oral fluency in both French and English.
3. Required: U.S. citizenship or legal authorization to work in the United States.
4. At least five (5) years' business management experience, including operations and finance. Nonprofit management experience preferred.
5. Prior experience teaching French desirable. Teaching certification preferred but not required.
6. Prior experience working with an Alliance Française chapter or similar language or cultural organization is highly desirable.
7. Demonstrated passion for French language and culture, along with experience promoting same.
8. Background or connections in Atlanta desirable.

Applications will be considered on a rolling basis, and this position will remain open until filled.

To be considered for this role, please email your cover letter and resume to
directorsearch@afatl.com.