



## THE MAUREEN AND MIKE MANSFIELD FOUNDATION

### Position Announcement Vice President

The Maureen and Mike Mansfield Foundation, a congressionally created non-profit organization that promotes understanding and cooperation between the United States and Asia, is seeking to fill the position of Vice President in its Washington, D.C. office.

The Vice President is an integral part of the Mansfield Foundation's leadership team, providing strategic advice and assistance to the Foundation's President and CEO and assisting the President in leading the Foundation's development and fundraising efforts. The Vice President serves as director of the Mike Mansfield Fellowship Program, a congressionally-mandated professional exchange for mid-level U.S. government employees, and also manages the U.S.-Japan Network for the Future and other major Foundation programs. Key responsibilities include:

#### **Foundation Administration**

- Supporting the President and CEO by providing management, decision-making, and strategic advice and assistance
- Serving as deputy to the President on day-to-day Foundation operations
- Assisting the President in leading the Foundation's development and fundraising efforts
- Helping represent the Foundation and report on Foundation activities at meetings of the Foundation's Board of Directors and outside organizations

#### **Mike Mansfield Fellowship Program**

- Providing strategic direction and oversight for all phases of program implementation, including advocacy, recruitment, training, placement arrangements, and administration

#### **U.S.-Japan Network for the Future**

- Supervising program and coordinating with the Advisory Committee, funder and Associate Director of Programs on all phases of program implementation

#### **Mansfield-PhRMA Research Scholars Program**

- Supervising and coordinating with Tokyo Office staff on an annual exchange bringing young researchers from Japan's pharmaceutical sector to the United States to learn about U.S. healthcare policy, pharmaceutical research, regulatory practices and translational research

#### **Other Responsibilities**

- Developing and managing other Japan-related programs, including the Thomas S. Foley Legislative Exchange
- Exploring opportunities for major new programs
- Building and maintaining relationships and collaborative arrangements with governments, policy groups, funders and other organizations



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Competitive candidates will have at least 10-15 years of work experience, a master's degree, expertise on the United States government and government of Japan, and experience developing and managing programs with foundations and corporations. Japanese language ability would be helpful. U.S. citizenship or current work visa is required. Send a resume and cover letter to [hr@mansfieldfdn.org](mailto:hr@mansfieldfdn.org). Application deadline: **February 6, 2014**. For a full position description, please click [here](#).