The North American Institute (NAMI) was founded in 1988 to deepen understanding and to promote understanding, cooperation, and new approaches to North American issues. A unique tri-national organization, NAMI’s spirit derives from the vision of founders Maurice Strong, Bruce Babbitt and Jesús Silva Herzog, developed by Susan Herter, Dr. John Wirth and Senator Jack Austin of Canada. Upon Dr. Wirth’s death in 2000, the NAMI-US board of directors has been reconstituted to include a broad cross-section of talents and expertise. The North American Institute (NAMI) is a private, not-for-profit organization with a secretariat in Santa Fe, New Mexico, and chapters in Canada, Mexico, and the United States. Its Board of Directors guides the U.S. chapter’s work. The cooperative endeavors of the three chapters are guided by a Trilateral Council with equal representation from the three countries. NAMI’s mission is to enhance public understanding of priority issues affecting the North American community, currently with an emphasis on maintaining North America’s competitiveness in global markets. The primary programs that NAMI addresses are: 1) advancing public understanding of North American issues; 2) facilitating sustainable and secure trade and development; and 3) building tri-national leadership. In pursuit of its mission, NAMI both serves as a convening organization by sponsoring conferences, workshops, and forums that address pertinent issues relating to the emerging North American community, and a program-oriented organization that works with the next generation of leaders in North America.

Description of Duties:

- Program Management—the Executive Director will assist the President in providing direction to NAMI programs, including the North American Community Service program and publication projects.
- Budget—the Executive Director will work with the President to monitor the flow of funds.
- Community Outreach—the Executive Director will serve as the spokesperson for NAMI locally, and engage in outreach efforts to promote the NAMI mission.
- Fundraising—the Executive Director will engage in active fundraising on a regular basis, both locally and nationally.

Experience: MA degree preferred, with an interest in international relations and policy-related research. Must possess the ability to work closely with the board of directors and handle multiple tasks. Good judgment and discretion are important. Must possess strong communication skills. Knowledge of web-site maintenance is a plus. Salary: Commensurate with experience.
To apply: Please send electronically cover letter, resume, and names and phone numbers of three references to:

Executive Director
The North American Institute
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URL: http://www.northamericaninstitute.org Job Type: Development/Fundraising Organization Type: Nonprofit Organization For information about other positions available in North American higher education, please visit the "Network" section at http://www.conahec.org Message forwarded to you by CONAHEC. Regards,

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