



International Suzuki Association (ISA): Executive Director (ED) Position Opening

The International Suzuki Association (ISA), a non-profit organization incorporated in Dallas, Texas, and a federation of Suzuki Associations worldwide, is seeking a passionate and experienced leader to serve as our Executive Director (ED). This position is a redefined role that continues the legacy of Mr. Allen Lieb, who has served with distinction as our CEO. The new ED will begin their role in July 2026, with a one-year transition period starting in July 2025. During this time, the ED-elect is expected to participate as an observer on the ISA Board of Directors.

Position Start Date: July 2026

Application Period: 1 September 2024 through 15 February 2025

Expected Issuance of Offer: By June 2025

Key Responsibilities:

- Oversee the transition of ISA documents required for the job to the new ED office.
- Ensure the protection and global management of ISA copyrights, trademarks, and service marks.
- Work with Board Officers to manage the organization's budget.
- Assist in the preparation of semi-annual financial reports.
- Keep the Board of Directors informed of the status and activities of ISA.
- Serve as a spokesperson for ISA, engaging with various sectors.
- Implement policies and activities authorized by the Board.
- Manage the headquarters office and coordinate programs and projects.
- Oversee staff hiring, salary administration, and related responsibilities.
- Develop and maintain performance standards for ISA programs and services.
- Execute contracts and commitments in accordance with established policies.
- Ensure effective communication of board and committee activities.

Qualifications:

- A passion for advancing the mission and values of the ISA.
- Experience in non-profit organization management.
- Proficiency in online operations management.

Compensation & Workload:

- This is a part-time position, with an estimated workload of 20 hours per week.
- Compensation for the role starting from July 2026 will be negotiated at the time of contract signing.
- For the transition period in 2025, compensation will be provided for work performed on an as-needed basis, with details to be negotiated at the time of contract signing.

How to Apply:

- Applications should be submitted electronically to the ISA Executive Committee - isaexecutivecommittee@gmail.com - by the specified deadline.
- Required application documents include a CV, a statement of motivation, and two reference letters, all compiled into a single PDF file.
- Shortlisted candidates will undergo a thorough selection process, including interviews.

We invite you to become the guardian of the Suzuki legacy and to contribute to the global advancement of music education. Your leadership will ensure the continued success and integrity of the Suzuki Method.