



American Center for Mongolian Studies

Job Opening: In-Country Director, The American Center for Mongolian Studies, Ulaanbaatar, Mongolia

The American Center for Mongolian Studies (ACMS) is seeking an In-Country Director for its Ulaanbaatar, Mongolia office. The ACMS is a non-profit, non-governmental educational organization that supports the development of Mongolian Studies and academic exchanges with Inner Asia. The ACMS is a member of the Council of American Overseas Research Centers (CAORC) with funding from the US government, private foundations, member institutions, and individuals. For more information about the ACMS, please visit www.mongoliacenter.org. The ACMS defines Mongolian Studies to include all academic fields as they relate to Mongolia and the broader Inner Asia region.

The In-Country Director will be responsible for the success and growth of the ACMS Ulaanbaatar office. They will **manage a team of approximately 4 to 5 full- and part-time Mongolia-based staff members**, ensure the **smooth execution of existing projects and programs**, and will also be responsible for **developing new projects, programs, and partnerships** that will expand the organization's presence and activities in Mongolia.

The In-Country Director will be supervised by the U.S.-based U.S. Director, with whom they will work closely to ensure success in both the areas listed above and in **grant writing and organizational fundraising efforts**. The In-Country Director will be responsible for building new partnerships and grants and will have annual goals to **raise funds to support in-country salary, administrative, and operational costs**.

This position requires the ability to work effectively with international and Mongolian academic institutions, scholars and students, diplomatic staff, international donor and aid agencies, and the business sector.

Highly competitive candidates will have previous experience supervising personnel and building and managing teams, preferably in the North American higher education system or with an international nonprofit organization, as well as demonstrated success in institutional, corporate, and/or individual nonprofit fundraising. Mongolian and English language skills are required.

This is a full-time, salaried, in-person position based in the ACMS office in Ulaanbaatar, Mongolia. The salary is commensurate with a National Professional Officer working with an international organization (entry-level NO-A approximately \$28,000 with benefits). Some travel within Mongolia may be required. Short-term research and personal leaves are negotiable, but the selected candidate should anticipate spending the majority of their time, especially the organization's peak season (summer), in-country focused on overseeing and facilitating ACMS programs.

Mongolian citizens are strongly encouraged to apply. ACMS is committed to supporting local leadership in Mongolian Studies.

The responsibilities of the ACMS In-Country Director include:

- Developing and managing existing ACMS programs in Mongolia, including the ACMS library, Mongolian language program (summer Intensive and year-round classes), fellowships, internships, Mongolia Field Schools, speaker series, conferences, and other initiatives.
- Managing the ACMS staff in Ulaanbaatar, including leading team-building and collaboration efforts, handling personnel issues and conflicts with proper sensitivity, providing constructive feedback, and guiding all team members to successfully complete their assigned duties and develop new skills aligned with their professional goals and organizational needs.
- Developing new funding sources by identifying new grants and projects and leading local fundraising activities, including Mongolia-based grant writing, fundraising campaigns, events, and individual donor stewardship—working towards the fundraising goal of at least \$50K (USD) annually to support in-country office salaries and administrative costs.
- Identifying, building, and maintaining Mongolia-based institutional, corporate, and organizational partnerships and programmatic opportunities with an eye toward capacity-building initiatives, cultural heritage preservation, education and cultural exchange, and other mission-aligned programs and projects, working within the strategic vision and leadership of the U.S. Director.
- Assisting the U.S. Director with writing, reporting for, and managing existing grants by overseeing staff collection and proper retention of program and participant data, tracking program successes and milestones, and other related duties as assigned.
- Managing the financial aspects of ACMS operations in Mongolia, reporting to U.S. Director and ACMS Treasurer.
- Facilitating the research activities of international scholars and students in Mongolia, including by providing logistical support and helping locate partner institutions and scholars in Mongolia.
- Managing relationships with key stakeholders in the Mongolian and other foreign governments in Ulaanbaatar, other international multi- or non-governmental organizations, funding agencies, the ACMS Board of Directors, and institutional supporters and partners.
- Managing the direction and vision of ACMS communications and publications including the ACMS newsletter, promotional materials, organizational website, and other online programs and resources.

Qualifications for the position include:

- A master's degree is preferred, but we will consider all applications holistically and account for previous education and professional experience
- Experience living, working or studying in Mongolia or Inner Asia
- A degree from or teaching/work/research experience with a North American university, or other professional experience working with North American or multinational NGO or institutional projects
- Proven leadership and interpersonal skills, with experience working in cross-cultural or international teams.
- Strong administrative and managerial experience required, including an understanding of both Mongolian and North American professional organizations and practices. Financial management and accounting experience preferred
- Experience with private foundation, corporate, and U.S. government grant writing and reporting is strongly preferred.
- Mongolian and English language ability required

Application materials required include:

- A cover letter that summarizes your interest in the position and relevant experience
- A current CV with contact information
- A list of three references. References will only be contacted for short-listed candidates.

Please submit your application as an email attachment to: application@mongoliacenter.org

Application screening will begin August 1, 2025 and will continue until a suitable candidate is identified. We anticipate selection in September 2025, with an anticipated start date in October 2025.

For more information on the position, please email: mlindrooth@mongoliacenter.org or p.depriest@mongoliacenter.org

For more information on the ACMS, please visit our website: www.mongoliacenter.org

The ACMS does not discriminate in employment on the basis of sex, gender identity, or sexual orientation, race, ethnicity, or national origin, disability status, religion, or any other personal identity category protected by law.

ACMS Mission Statement:

The American Center for Mongolian Studies (ACMS) is a non-profit educational organization that supports the development of Mongolian Studies and academic exchanges with Inner Asia. The activities of the ACMS include the development of academic resources, student and research support and the fostering of academic partnerships in all fields of study related to Mongolia.