

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Program Officer
Organization:	The German Marshall Fund of the United States
Location:	Washington, DC
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

The German Marshall Fund of the United States (GMF) is a nonpartisan, nonprofit American public policy and grantmaking institution that strengthens transatlantic cooperation. GMF contributes research, convenes leaders, conducts leadership development, and supports civil society in the Balkans and Black Sea regions. Founded in 1972 through a gift from Germany to commemorate the Marshall Plan, GMF maintains a strong presence on both sides of the Atlantic.

GMF offers a portfolio of initiatives for established, midcareer, and next generation leaders who are committed to strengthening transatlantic relations to make a free, prosperous, and peaceful world possible. Activities include leadership development fellowship programs and extensive life-long enrichment programs for alumni. Learn more at www.gmfus.org.

POSITION DESCRIPTION

The Program Officer will be responsible for designing curricula for leadership development content, writing concept notes on leadership development initiatives, and monitoring the further development of measurement and evaluation within the execution of GMF's Leadership Programs. A special emphasis will be placed on GMF's rapidly-growing inclusive leadership portfolio. Activities will include, but not be limited to, recruitment of candidates, thought leadership on best practices of international leadership development, and development, design, and delivery of a measurement of the impact of GMF's leadership programs for emerging, diverse political and cross-sector leaders from the United States and Europe. In addition, the Program Officer will be responsible for managing the Global Leadership Consortium, an international community of leadership development practitioners led in part by the German Marshall Fund.

Approximately 70 percent of the Program Officer's work will involve engaging and collaborating with alumni, content experts in the field, funders, and partners. The balance of the time will consist of strategy, research, writing, and analysis. The fellow will have the opportunity to travel both inside the United States and in Europe, in the range of three to four times per year. Depending on program needs, the fellow also may have the option to work for a period of up to four weeks annually at one of the GMF offices in Europe where the Leadership Programs team is represented. (GMF team members who elect this option are required to self-fund lodging, meals, and local transportation.)

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

Key duties and responsibilities:

- Represent Leadership Programs' existing and future programs for candidates and partners, both internally and externally;
- Lead the continued process of assessing best practices, impact, and future development;
- Position GMF at the cutting edge of this work, and as a go-to organization on inclusive leadership development from the transatlantic perspective;
- Assist in developing external relations with prospective partners, especially in the field of inclusive leadership;
- Actively participate in the design and facilitation of signature events;
- Write thought leadership pieces as issues and/or opportunities present themselves;
- Participate in, and provide input during, strategy and planning sessions;
- Liaise with fellows, contractors, and evaluators as needed;
- Encourage alumni to submit Leadership Action Project proposals, connect alumni to seed partnerships for these grants, and work with promising teams to help them gain support;
- Communicate regularly with program participants and diverse stakeholders;
- Coordinate closely with the Leadership Program's Counselor, and with the Fellows guiding the Inclusive Leadership portfolio;
- Participate in GMF's Transatlantic Leadership team activities, campaigns, and strategy; and
- Manage administrative needs as necessary.

QUALIFICATIONS

Required

- PhD in the humanities or humanistic social sciences;
- Proactive, responsible, and entrepreneurial mindset;
- Strong interest in civil rights, diversity, and inclusion;
- Eagerness to grow and reach an exceptional level of expertise as a go-to person for inclusive leadership in the transatlantic context;
- Ability to identify trends, as well as to orient the work and thought leadership of alumni toward the future;
- Propensity for outreach and stakeholder engagement;
- Organizational skills and ability to juggle multiple priorities;
- Interest in and facility for working in an international team that spans several time zones;
- Excellent communication and writing skills; and
- Strong interest in transatlantic relations and leadership development.

Preferred

- Fluency in European languages other than English.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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