



THE AMERICAN  
ACADEMY IN BERLIN  
HANS ARNHOLD CENTER

## *Job Posting*

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### MANAGER, BOARD ADMINISTRATION

Headquartered in New York City, the **American Academy in Berlin** is dedicated to advancing scholarship in the humanities and social sciences, and to the creation of exceptional works of literature, art, journalism, and music. The Academy offers residential fellowships to American scholars, writers, policymakers, and artists, permitting them to pursue their work at the historic Hans Arnhold Center and participate in the vibrant life of Berlin and Germany. The Academy also brings leading Americans to Berlin for briefer visits to facilitate a robust exchange of views in a transatlantic context, presents a series of public programs each season, and hosts symposia on a range of timely issues. Independent, nonpartisan, and privately funded, the institution fosters greater understanding and dialogue between the United States and Germany.

**The American Academy in Berlin is seeking a Manager, Board Administration.**

This position will provide comprehensive support for board and committee meetings, assist with US development efforts, and handle office administration. This position is full-time (40 hours per week), will report to the Vice President of Development, and be based in the Academy's New York City office.

#### **Regular duties will include:**

- Provide and coordinate all administrative support for the Board of Trustees
- Manage scheduling, preparation, and follow up for board and committee meetings, including recording of minutes
- Provide administrative support for the Chairman, Executive Committee, and Chair of the Governance Committee
- Manage and maintain the Academy's virtual board portal
- Maintain updated Trustee data and documents
- Provide administrative support for the Vice President of Development
- Assist with and support New York-based Academy events
- Manage office administration including contracts, vendor relationships, invoices, credit card statements, equipment maintenance, and supply purchases
- Assist the finance team in US legal, compliance, and banking matters
- Liaise with colleagues in all Academy departments in Berlin relating to US matters

**Qualifications sought:**

- Bachelor's Degree and at least five years in executive administration and/or office management
- Excellent written and verbal communication skills
- Strong computer skills, including MS Word and Excel
- Strong time management skills and the ability to multi-task
- Outstanding interpersonal skills, discretion, and the ability to interact with high profile persons
- Detail-oriented and reliable team player
- Database experience is of advantage
- Event or project management experience is of advantage
- Interest in Germany and/or transatlantic relations is of advantage

**Compensation: Salary is commensurate with experience and educational background. The American Academy in Berlin offers a health benefits package and retirement savings plan.**

Please send your application (as single pdf) with cover letter, resumé, and salary expectations to:

**jobs@americanacademy.de**

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