



THE AMERICAN
ACADEMY IN BERLIN
HANS ARNHOLD CENTER

Job Posting

DEVELOPMENT ASSOCIATE

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 Development Associate.

This position will provide comprehensive support for the Academy's US development efforts with a focus on writing, communication, and prospect research. 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:

- Providing support for the Vice President of Development
- Drafting and proofreading proposals, reports, appeals, and donor correspondence
- Preparing submission packages for foundations, corporations, and individuals
- Tracking and maintaining status of solicitations across all donor categories
- Tracking and maintaining reporting requirements across all donor categories
- Supporting semi-annual annual fund appeals and an individual membership program
- Drafting and proofreading general Academy communication content as directed
- Conducting prospect research as directed
- Assisting with and supporting New York-based Academy events
- Supporting general office administration as directed

Qualifications sought:

- Bachelor's Degree and at least 3 years of working experience, preferably in development
- Excellent written and verbal communication skills
- Outstanding interpersonal skills, discretion, sound judgment, and the ability to interact with high profile persons

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- Strong computer skills, including MS Word and Excel
- Strong time management skills and the ability to multi-task
- Detail-oriented and reliable team player
- Database experience is of advantage
- Social media and/or communication 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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