This position is **only** available through the ACLS Public Fellows program.
You may **not** contact the host institution to inquire about this position.
• in collaborations with team members, develop program briefing materials, orientations, and learning process that contributes to the leadership development of Fellows,
• lead the development of alumni communications efforts in coordination with the Communications department,
• develop and manage strategy for engaging alumni in GMF programs based on content expertise, volunteering to advance GMF’s mission, participation in alumni/individual giving, as well as cultivation of new revenue as appropriate,
• track alumni data, including professional progress and involvement in GMF activities and events,
• as appropriate, qualify and recommend alumni for participation in other GMF or partner activities,
• assist alumni to develop their own leadership activities
• lead development of new alumni programs including fee-for-service alumni study trips,
• lead development of annual convening of alumni for conference(s) in the U.S. and Europe,
• conduct research and development on new leadership development opportunities,
• lead solicitation of alumni in alumni giving campaigns,
• assist in the solicitation of corporate and foundation grants that will support GMFs alumni development activities.

QUALIFICATIONS

• Ph.D. in the humanities or humanistic social sciences.
• Excellent written and oral English language skills and ability to communicate ideas persuasively; second language skills, preferably in French, German, or Italian.
• Strong understanding about diversity, cross-sector, and cross-cultural leadership development.
• Ability to coordinate conference or seminar agendas and logistics.
• Highly organized and able to handle multiple projects simultaneously.
• Highly proficient with Word, Excel and PowerPoint; experience using fundraising software desirable.
• Willingness to travel.
• Experience in managing complex relationship, volunteers, and outreach activities.
• Strong project management skills including planning, analysis, decision making, and problem solving.
• Strong relationship building skills and ability to work directly with a range of leaders across sectors and with both high-level and emerging leaders.
• Strong interpersonal and communication skills.

APPLICATIONS

• Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
• Have to be submitted through the ACLS Online Fellowship Application system (ofa.acls.org)
• Application deadline: Wednesday, March 21, 2012, 6pm EDT

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