**American Council of Learned Societies**

**PUBLIC FELLOWS PROGRAM**

<table>
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<th>Job Title:</th>
<th>Development Officer</th>
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<td>Organization:</td>
<td>Internews</td>
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<td>Location:</td>
<td>Washington, D.C.</td>
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<td>Stipend:</td>
<td>$65,000 with health insurance for fellow</td>
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<td>Start Date:</td>
<td>Early September 2013</td>
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**ORGANIZATION DESCRIPTION**

Internews ([www.internews.org](http://www.internews.org)) is an international non-profit organization whose mission is to empower local media worldwide giving people the news and information they need, the ability to connect, and the means to make their voices heard. It works globally to improve news and information quality; increase coverage of vital issues, expand information access; advocate for media law and policy; strengthen the viability of local media; and deliver innovative media solutions. It trains media professional and citizen journalists to achieve these ambitious goals. Even in the most challenging environments, it retains its commitment to research and evaluation in order to create effective and sustainable programs. Internews has worked with citizens and local media in more than 75 countries and in 83 languages. Together with local partners, it has supported the development of thousands of media outlets worldwide, including radio and television stations, newspapers, mobile news networks and online news sites.

The Program Development Unit works across all of Internews’ thematic and programmatic areas to identify funding opportunities, support proposal creation, and provide organization-wide assistance for monitoring and evaluation. Thematic programs include health, humanitarian, ICT programs and policy, environment and human rights; these programs are implemented in the Middle East/North Africa, Europe and Eurasia, Asia, Africa, Latin America and the Caribbean. The Program Development Unit is a unique division that is responsible for innovative media development research as well as institutional knowledge retention, as illustrated by Internews’ evolving intranet, cross-programmatic information sharing and innovative media research papers.

**POSITION DESCRIPTION**

As a member of the Program Development Unit, the Development Officer will assist in assessing and tracking funding opportunities, and identifying potential public and private funders. The Development Officer will:

- support the creation of proposals and program guidance tools;
- review requests for applications; and
- provide outlines for proposal design as well as write and edit proposal sections.

In addition, depending on the Development Officer’s interests and expertise, he/she may be asked to take on special projects such as:

- data visualization,
- thematic/regional analysis or

This position is **only** available through the ACLS Public Fellows program. You may **not** contact the host institution to inquire about this position.
concept reviews of public-private-partnerships as related to new initiative development.

QUALIFICATIONS

- Ph.D. in the humanities or humanistic social sciences
- Interest in or knowledge of media-related issues domestically and internationally
- Ability to meet deadlines and move multiple projects forward simultaneously
- Ability to work independently and as part of a team
- Excellent writing, research and speaking skills
- Ability to collaborate with multiple constituents and synthesize information from diverse sources
- Strong interpersonal and organizational skills
- International work or study experience highly desirable as is foreign language proficiency
- Experience in proposal writing highly desirable

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application system (ofa.acls.org).
- Application deadline: March 27, 2013