

**Von:** [Stefan Goebel](#)  
**An:** [osi-liste@lists.fu-berlin.de](mailto:osi-liste@lists.fu-berlin.de)  
**Betreff:** [OSI-liste] Job offer GMF Berlin: Student Assisatant (part-time), Strategic Partnerships  
**Datum:** Donnerstag, 6. Juli 2017 18:31:58  
**Anlagen:** [ATT00001.txt](#)

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**Title:** Student Assistant (part time), Strategic Partnerships

**Location:** Berlin, Germany

**Reports To:** Deputy Director, Strategic Partnerships

**Application deadline:** Aug 03, 2017 (cob CEST)

### **Job summary:**

The German Marshall Fund of the United States (GMF) strengthens transatlantic cooperation on regional, national, and global challenges and opportunities in the spirit of the Marshall Plan.

GMF does this by supporting individuals and institutions working in the transatlantic sphere, by convening leaders and members of the policy and business communities, by contributing research and analysis on transatlantic topics, and by providing exchange opportunities to foster renewed commitment to the transatlantic relationship.

In addition, GMF supports a number of initiatives to strengthen democracies. Founded in 1972 as a non-partisan, non-profit organization through a gift from Germany as a permanent memorial to Marshall Plan assistance, GMF maintains a strong presence on both sides of the Atlantic. In addition to its headquarters in Washington, DC, GMF has offices in Berlin, Paris, Brussels, Belgrade, Ankara, Bucharest, and Warsaw. GMF also has smaller representations in Bratislava, Turin, and Stockholm.

GMF's Strategic Partnerships department is responsible for raising external funds for core programming. The department seeks an energetic, detailed-oriented individual, ideally with a background and interest in political science, international relations, economics or another related field, to devote half of his/her time in donor prospecting and research for the department's efforts to raise external funds for its Trusts and Programming. The other half of the time will be devoted in general and administrative support.

### **Key Areas of Responsibility:**

- Conducting in-depth prospect research and analysis;
- Writing briefs about GMF partners (governments, embassies, intergovernmental organizations, foundations, and corporates);
- Assisting in the relationship management with key partners and preparing meeting memos for senior staff;
- Preparing briefs for departmental staff and monitoring public/foreign policy developments and trends related to GMF programming;
- Assisting the grant management process (reviewing narrative proposals, concept notes, and reports due to current funders);
- Assisting with managing the contact, records and partnerships databases;
- Liaisoning with other GMF wide teams;
- Assisting the partnerships team before and at GMF's annual signature event Brussels Forum;
- Other (administrative) duties as assigned.

### **Qualifications and Requirements:**

- A student or recent graduate with a background in political science, international relations, economics, or related field;
- Commitment to GMF's mission on strengthening transatlantic relations;
- Excellent organizational skills with attention to detail combined with the ability to work well under pressure and deadlines
- Excellent analytical and communications skills
- Ability to work independently and as part of a team.
- Knowledge of and interest in international relations, nonprofit management, fundraising and communications preferred, but not required.
- Good knowledge of Microsoft Word, Excel, PowerPoint and Outlook.
- Fluency in English and German required.

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### **Start and Length:**

Preferred starting date: Sep 1, 2017

Duration: 12 months

Compensation: 800,00€/month at 20 hours/week

*Please note that Non-EU-citizens need to either have a student status or already be in possession of an unrestricted German work permit.*

### **Application Process:**

To be considered for this position, please submit your cover letter and current resume (**as one document**) via our website <http://www.gmfus.org/careers>. Due to the high volume of responses, we will only contact candidates of interest.

***GMF is an Equal Opportunity Employer.***