

**ORGANIZATION:** American Academy in Berlin  
**POSITION:** Head of Development  
**REPORTS TO:** President  
**LOCATION:** New York, NY  
**WEBSITE:** [www.americanacademy.de](http://www.americanacademy.de)  
**TO APPLY:** Please send resume and cover letter to [AABDOD@pbrsearch.com](mailto:AABDOD@pbrsearch.com).

## **BACKGROUND**

The American Academy in Berlin (the Academy, or AAB) was founded in 1994 at the initiative of Ambassador Richard Holbrooke and an elite group of Americans and Europeans committed to maintaining the deep ties which had grown between Berlin and the United States in former times of confrontation. Their goal was to create even deeper links based on the countries' shared interests in culture, scholarship, and society. The AAB has never been a conference center nor a think tank, and has always been independent, nonpartisan, and entirely funded by private donations. Since its founding, the AAB has been committed to sustaining and enhancing the tools of peaceful cooperation that make the United States, Germany, and their relations across the globe as relevant in the future as they have been in the past.

Each year, the Academy awards two dozen semester-long Berlin fellowships to outstanding scholars, writers, and artists from the United States to pursue independent projects in a residential community at the [Hans Arnhold Center](#), a historic villa on Lake Wannsee in Berlin. Fellows are expected to extend their scholarship into the local community through contacts with colleagues and public presentations of their projects at open lectures.

The Academy also hosts Distinguished Visitors, Andrew W. Mellon Foundation Fellows in the Humanities, and a Richard C. Holbrooke Fellowship and Forum, each of which offers thought leaders a platform to engage with the public and their professional counterparts in Berlin and throughout Europe on issues of seminal importance.

## **POSITION**

The Academy seeks an inaugural head of development to be the thought leader and driver responsible for building the U.S.-based systems, structures, and donor base needed to support ambitious organizational growth over the next five to seven years. This dynamic leader will oversee major gifts, donor relations, foundation and corporate grants, and development operations. They will have a particular focus on building the fundraising machine which will support the effective identification, cultivation, solicitation and stewardship of donors across all giving streams in the U.S., as the donor base today is largely German. As the leader of the development function, the ideal candidate will have an internal/external orientation with the ability to develop strategy and infrastructure and to interface with a broadly defined donor community.

Reporting to and partnering with the incoming president, the head of development will determine the appropriate pace for growth, as well as the staffing, systems, and infrastructure required to achieve an annual fundraising goal of at least \$4M. The ideal candidate will be entrepreneurial and creative, combining a roll-up-your-sleeves sensibility with strategic thinking. They will be skilled at crafting a vision, methodically establishing the systems and milestones needed to realize it, implementing the plan, and assessing progress along the way.

## **RESPONSIBILITIES**

- Partner closely with the head of programs and president to develop, lead, and execute AAB's development strategy; establish and track progress toward fundraising goals (with specific focus on the U.S.) across all revenue streams (individuals, foundations, corporations, and board members) to ensure the organization's financial sustainability during a period of growth.
- Strengthen and steward existing donor relationships, and build capacity in the U.S. to support new outreach, cultivation, and donor activities.
- Analyze current assets and how to best deploy them for fundraising purposes; for example, in collaboration with the president, determine how to utilize the Hans Arnhold Center during the summer months.
- Partner with the incoming president and board members to identify, cultivate, solicit, and steward current and potential donors, as well as board members.
- Work closely with the development committee chair to effectively deepen relationships with existing donors, and recruit and enlist new supporters to AAB's mission.
- Create and improve development operations and systems with a goal of developing best-in-class processes that support the objective of creating a long-term, successful, sustainable development program.
- Develop appropriate metrics for assessing progress against goals, and use data strategically to inform decisions and ensure that resources are deployed to have maximum impact.
- Serve as the fundraising expert and thought leader on the senior leadership team, providing the development perspective across the various teams.

## **QUALIFICATIONS**

- A creative, entrepreneurial, and strategic mindset with the skills and experience necessary to build upon existing systems and create new ones as needed in order to broaden and improve the development function.
- At least seven years of progressively responsible fundraising experience, preferably in a start-up environment.
- Sophisticated personal presence, superior interpersonal skills, and a high level of self-awareness, with a proven ability to successfully engage with a variety of audiences in a culturally conscious manner, and develop productive working relationships with stakeholders within the United States and Germany.
- Track record of working with a board of trustees, with the ability to expand existing and develop new board member relationships.
- Strong attention to detail, with the ability to be self-directed, nimble, and creative in solving problems.
- Passion for and commitment to the Academy's mission and values.
- Excellent written and verbal English communication skills; German language proficiency preferred.
- Bachelor's degree required; advanced degree or equivalent record of continuing professional development preferred.
- Ability to engage in periodic travel throughout the United States and internationally, as needed, to meet with current and prospective donors (three to four trips to Germany annually, five to six domestic trips annually to Charlottesville, Chicago, Seattle, and Los Angeles).

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