



**July 16, 2024**

## **JOB ANNOUNCEMENT**

### **GERMAN-AMERICAN EXCHANGE PROGRAM, EXECUTIVE DIRECTOR RIAS Berlin Commission**

#### Job Overview

The RIAS Berlin Commission is a bi-national organization established in 1992 to promote German-American understanding in the field of broadcasting. In accordance with the agreement signed on May 19, 1992 between the Government of the Federal Republic of Germany and the Government of the United States of America, the RIAS Berlin Commission promotes the exchange of people and information in the field of broadcast journalism between the two countries.

For the management of the RIAS BERLIN Commission we are looking for a permanent position as soon as possible.

#### **Executive Director (m/f/d)**

#### Role of the Executive Director

In this role, you will lead a team of three in the planning, implementation, and development of exchange programs for German and American journalists to the United States and Germany. In addition, you will be responsible for organizing a RIAS Berlin Commission media award and its annual award ceremony. You will work closely with a German-American board and two chairpersons and be responsible for managing the foundation's endowment, annual budget, finances, and the annual report.

Ideally, you have a solid background in journalism and bring a solid understanding of both American and German media systems and standards. You also bring experience in the field of exchange programs, an interest in expanding the growing alumni network, as well as deepening outreach to station hosts and program speakers. Knowledge of personnel management and public relations is also desirable.

#### **Essential duties**

- Management of the RIAS Berlin Commission as well as the representation of the organization.
- Financial planning and oversight of expenditures including overseeing bookkeeping and annual accounts
- Development and organization of exchange programs in support of the mission and objectives of the RIAS Berlin Commission
- Communication with the members of the RIAS Berlin Commission as a supervisory body as well as participants, speakers and supporters in English and German
- Communication via RIAS website and social media channels
- Event management, such as the annual RIAS media prize awards ceremony
- Collaboration with other transatlantic organizations

## Your profile

- completed academic studies (master/diploma) or an adequate qualification
- several years of professional experience, especially journalistic experience, ideally in the management of exchange programs or in cooperation with or work for international organization
- good knowledge of the German budget system
- experience in project management and project cooperation
- knowledge of transatlantic partnerships and the history of RIAS Berlin
- bipartisan political contacts in Germany and the United States of America
- professional networking with media, educational organizations and foundations involved in German-American relations and educational programs
- business fluent knowledge of the English and German language
- analytical and conceptual skills as well as an efficient and structured way of working
- competence in political issues
- willingness to travel on business in Germany and abroad
- high intercultural and social competence
- very good communication and teamwork skills as well as loyalty, assertiveness and organizational talent

## We offer

- a challenging and versatile workplace
- cooperation in a small team
- a varied job in a transatlantic journalistic environment
- an open-ended employment contract and, if you are suitably qualified and capable and meet the other requirements, an allocation in line with the collective agreement, analogous to pay group 14 of the TVÖD Bund

*Respect for cultural diversity and the promotion of equal opportunities are among the basic principles of the German-American RIAS Berlin Commission. It ensures professional equality between women and men. We therefore particularly welcome applications from women. If interested, the position can also be filled by part-time employees. In the case of equal suitability, people with severe disabilities or their equals will be given preferential consideration.*

**Have we sparked your interest? Then we look forward to receiving your application documents by email by August 9, 2024 to: [info@riasberlin.org](mailto:info@riasberlin.org) and [apply@riasberlin.org](mailto:apply@riasberlin.org) (1 PDF; 7 MB max.)**