

## POSITION ANNOUNCEMENT

### **Director, Urban and Regional Policy Program**

Location: Washington, DC

#### **Job Summary:**

The Director is responsible for leading the Urban and Regional Policy Program (URP) in all aspects of programmatic and operational fields, as well as, coordination of efforts within GMF and with GMF's executive team. The Director manages program staff (in multiple GMF offices) and non-resident fellows. She/he is responsible for program strategic planning, financial oversight, fundraising and partnerships development, and coordination with GMF board of trustees. She/he is responsible for the external communications and engagement of the program's 300+ urban and regional leaders across the US and Europe. In addition, the Director is expected to represent GMF at events and offer commentary on critical urban and regional policy topics through public speaking, writing and social media engagement.

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

- Develop and execute multi-year program strategy documents to shape program content, fundraising, financial planning, and staff development.
- Develop annual workplans with programmatic goals and objectives that provide the framework for projects and program operations each fiscal year.
- Lead program fundraising and partnership development on an annual basis and manage partner/donor relationships.
- Provide strategic content guidance to program staff on specific projects and initiatives, including advising on project approaches, partner engagement, and external engagement.
- Lead major initiatives that involve the full URP team or engage other departments.
- Liaise with the Executive Team and GMF board of Trustees to provide program updates and solicit feedback.
- Engage URP staff on regular basis regarding their progress on professional development and annual goals; offer guidance and support.
- Oversee annual budget development and financial planning including approving major expenditures and project budget frameworks.
- Provide direction on URP external communications including newsletters, social media, and editorial calendar of publications.
- Offer commentary and analysis on current urban policy topics thru public speaking event, writing, and social media channels.

#### **Qualifications and Requirements:**

- 10 years of experience in non-profit organization or local government, including at least five in a management position.
- Specialized knowledge in policy and planning issues at the urban and regional levels in the United States and Europe, including topics such as urban development, economic development, climate and sustainability.
- Demonstrated ability to provide thought leadership on relevant issues. This includes publications and speaking engagements.
- Demonstrated track record of working with both European and American subnational leaders.

**STRENGTHENING TRANSATLANTIC COOPERATION**

- Proven track record of fundraising from public, private, and philanthropic sectors, including possessing a network of contacts that can be leveraged in the position.
- Confident public speaker with expertise in group facilitation and moderation.
- Sound knowledge of management principles and practices including managing teams, performance review, financial reporting and leadership.
- Fluency in engaging with and leading diverse, intercultural and multi-lingual stakeholders or teams.
- Experience in leading program evaluation processes, including monitoring and evaluation frameworks commonly required by government funding.
- Master's degree in urban planning, public policy, or related field in domestic policy issues
- Willingness to travel.

**The Organization:**

The German Marshall Fund of the United States (GMF) is a private, non-partisan, American, public policy and grant making institution dedicated to promoting understanding and cooperation between North America and Europe on transatlantic and global issues.

GMF does this by:

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

Founded in 1972 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 seven offices in Europe: Berlin, Paris, Brussels, Belgrade, Ankara, Bucharest, and Warsaw.

**To Apply:**

Please click on this link to apply: [Director, Urban and Regional Policy](#)

Please provide a cover letter and your salary requirements.

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