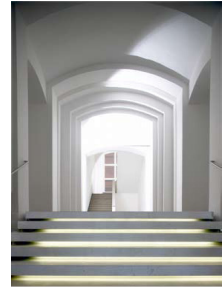


Berlin Civil Society Center

VACANCY ANOUNCEMENT

22 February 2010



The Berlin Civil Society Center is looking for a **Deputy Executive Director**

The *Berlin Civil Society Center* helps global civil society organisations (CSOs) to improve the efficiency and effectiveness of their work. By bringing together the most important actors, facilitating communication and enabling cooperation, the *Center* aims to achieve concrete results to be implemented in the work of the CSOs. The Center works closely together with its supporting CSOs, which play a key role in defining and forming the Center's activities.

Existing for less than three years, the *Center* is a start-up still shaping its organisational structures and working against tight deadlines in order to fulfil its high ambitions with a small team. In 2010, the *Center* will organise a number of meetings for senior managers, CEOs and Chairs of the top CSOs worldwide. For more information about the *Center*, please visit us at: www.berlin-civil-society-center.org

The Center is now looking for a Deputy Executive Director to complement its present team.

Responsibilities

The Deputy Executive Director will support our Executive Director with the running of the Berlin Civil Society Center. Main tasks will include the following:

- Cooperation with Board Chairs and Board Members, CEOs and Senior Managers of leading civil society organisations world-wide
- Developing strategies for the Center and concepts for workshops and other activities
- Supporting the Center's key stakeholders with advice on governance, management and strategy
- Hands-on involvement in running the Center's workshops in close cooperation with the Project Director
- Overseeing the Center's administration.
- Deputising for the Executive Director in his absence
- Other tasks as assigned by the Executive Director

The Deputy Executive Director will report to the Executive Director. The post holder will be based in Berlin.

Requirements

- University degree in a relevant field
- 10 years of professional experience in the not-for-profit or for-profit world; including line management of small teams
- Sound understanding of the challenges CSOs are facing
- Strategic thinking and ability to develop and draft concepts for the Center
- Good networker with contacts in the sector
- Multi-lingual with fluency in English; basic German is desirable
- Ability to cope with a high workload and to meet tight deadlines
- Willingness to play No. 2 role, combined with the ambition to become a leader
- Diligent, reliable and focused, team player

We offer

- Working with and for the leaders of world's best known civil society organisations
- The possibility to contribute to the development of a young and ambitious agency striving for excellence
- A team oriented and international work environment
- Highly motivated, enthusiastic colleagues
- A full time one-year contract with possible renewal
- A salary of € 4,000 (gross) monthly, for 12 months
- Starting date: preferably May 2010

If you are interested, please submit your application (covering letter and CV) in English by email to Åsa Månsson (asa.mansson@berlin-civil-society-center.org). Closing date: 5 April 2010.

If you have any questions, please contact Åsa Månsson by email or telephone (+49-30-20679905).

We are looking forward to receiving your application!