

Program Manager, The Center for Palestine Studies at Columbia University

The Center for Palestine Studies at Columbia is looking for a Program Manager who has the administrative skills to run the Center's day to day operations, and the academic training to contribute to its intellectual mission. Reporting to the Co-Directors of the Center for Palestine Studies, the Program Manager is responsible for the day-to-day fiscal, administrative, and operational activities of the Center. In addition, the Program Manager is responsible for supporting the Center's fundraising efforts. An MA in Middle East Studies or a related field, knowledge of Arabic and excellent writing skills in English are strongly preferred. The position requires flexibility in hours as needed for events, including some evening hours. Specific duties include:

1. Works closely with the Director and associated faculty and staff of the Center for Palestine Studies to promote within the university and off campus the academic study of Palestine and Palestinians, helping foster intellectual collaboration among scholars in the fields of history, culture, politics, the arts, and the law;
2. In consultation with the Director, plans and formulates the Center's annual budget; monitors spending and reconciles accounts; generates financial reports. Has signatory responsibility for regular and occasional disbursements;
3. Oversees the planning and administration of all conferences, lecture series and workshops and coordinates the Center's outreach activities including short courses and other events for the general public;
4. Coordinates CPS publications including brochures and newsletters;
5. Manages e-mails and other correspondence to and from the Center and updates and edits all content on the Center's web site;
6. Helps with fundraising activities, including preparing documents for donor pitches, writing grant proposals, and managing relationships with existing donors;
7. Prepares the annual report;
8. Recruits, hires and supervises work-study students and interns;
9. Manages the annual selection process for the Ibrahim Abu-Lughod Postdoctoral Fellowship, and any other postdoctoral fellowship the Center establishes in the future. Assists in getting fellows appointed, connected to the ISSO for acquiring the requisite visas, and planning for their move to New York City;
10. Attends meetings on behalf of the Center with potential partners and collaborators, including organizations such as the United Nations and arts and cultural institutions;

Interested candidates must apply online through the Columbia University website:

jobs.columbia.edu/applicants/Central?quickFind=163967

or

<https://jobs.columbia.edu/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1501788203993>

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