

Title: Associate Director, Center on U.S.-China Relations

Organization: Asia Society

Location: New York NY USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Salary Range: Negotiable

Description: Description: To meet the growing need for a deeper understanding of and public dialogue regarding U.S.-China relations, the Asia Society is establishing the Asia Society Center on U.S.-China Relations. The Asia Society Center on U.S.-China Relations will seek to promote better understanding of U.S.-China relations by conducting original research, distributing timely information on critical issues, developing creative programming aimed at educating the American and international public, and engaging key Chinese and American political and business leaders on important issues relating to U.S.-China relations. The Center will use all the resources of the Asia Society, including its Centers outside New York, to achieve its mission. The Center will become a unique national focal point for public discourse on and focused study on U.S.-China relations. The Center will: Conduct and commission original research on U.S.-China relations; Develop a publication series on critical issues affecting U.S.-China relations; Distribute timely information on U.S.-China relations to the American and international media; Examine and educate the public on the significance and impact of cultural, historical, and economic factors on U.S.-China relations; Build collaborative relationships with other organizations in both the United States and China examining U.S.-China relations; Educate the public on U.S.-China relations through programs, conferences, publications, and the establishment of online forums; and, Provide a forum for dialogue among Chinese and American political and business leaders. The Center will be led by a director, and include a network of leading China experts and scholars in the United States and around the world. The Center will pay particular attention to public and media outreach, and the director and Center staff will represent the Center and the Asia Society to the American and international media, prepare op-eds, meet with editorial boards, give policy addresses, participate in online forums, support China-related programs, and author policy briefings on timely and important issues. The Center will be supported by a state-of-the-art communications strategy and capabilities. RESPONSIBILITIES: The Associate Director will: Conduct and oversee original research and be a strong public voice on issues regarding China and U.S.-China relations; Help the Director build collaborative relationships with other organizations in both the United States and China examining U.S.-China relations; Recruit and manage the work of Fellows and Adjunct Scholars exploring the US-China relationship; Oversee the development of the Center website as part of the Asia Society website, including a Center blog; Write articles and op-eds for broad public dissemination; Work with the Director and Asia Society programming staff to develop creative programming on China and U.S.-China relations; Work with Asia Society colleagues on a corporate briefing program on China; Assist in the publication Asian Updates focusing on China and U.S.-China relations; Help the Director organize an annual conference on China and U.S.-China relations; and, Help the Director develop and organize forums for discussion and exchange between Chinese and American political and business leaders. Other duties as assigned.

Requirements: Qualification: Ph.D. with 6-8 years experience in U.S.-Asia affairs preferred with emphasis on China. A proven record of idea entrepreneurship, program management, and analytical excellence. Excellent writing and research skills. Proficient in Microsoft Office software. Competency in Mandarin required.

How to Apply: How To Apply For positions in New York, please mail, fax, or email your letter and resume indicating position reference code and salary requirements to: Human Resources Manager Code (indicate reference code) Asia Society 725 Park Avenue New York, NY 10021-5088 Fax: 212.452.1422 Email: HR@asiasoc.org (as Microsoft Word attachments)

Title: Assistant Director, Democracy

Organization: Carter Center

Location: Atlanta GA USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: Description: The Carter Center, an action-oriented, inter-disciplinary, non-profit institute founded by former US President Jimmy Carter, seeks an Assistant Director for the Democracy program with expertise and substantial experience in the fields of democratization and governance, including issues regarding electoral processes, civil society,

the rule of law, and human rights. The Democracy Program works to support the development of democratic societies worldwide. The program implements a global portfolio, involving both short and long-term election observation and electoral assistance projects, as well as activities designed to strengthen democratic governance. In taking a comprehensive approach to advancing democracy, the Democracy Program draws on the expertise of other Center peace programs that work to protect human rights, resolve conflicts, and strengthen regional and international institutions. Working under the overall supervision of the program Director, the Assistant Director will be responsible for designing, implementing, managing, and evaluating projects and initiatives in support of the Program's mission and strategy, primarily but not limited to Africa and the Middle East. This will include providing key staff support or leadership on short-term missions to countries of interest. Other tasks and responsibilities include: budget and grant management, program promotion and fundraising, report production, intern supervision, and networking. The Assistant Director will work in a team environment with five staff and 4-5 interns, and will report to the Director of the Democracy Program. Requirements: Qualification: Minimum qualifications: A bachelor's degree in a field related to program mission and five years of program related experience, including work in the field in democratic development. A high level of personal energy, a positive attitude, and experience in working in a culturally diverse work environment are essential. Knowledge of Microsoft Office products, strong writing and communication skills. Preferred qualifications: Post-graduate degree in international studies, political science, or international public policy, or JD/law; Extensive experience and academic background on democratization issues, including the rule of law, and regional expertise in Sub-Saharan Africa, North Africa, and/or the Middle East. Language proficiency in French or Arabic. Familiarity with NGOs and project-based fundraising is a plus.

How to Apply: Website: www.cartercenter.org Contact Information: Sabrina Burnett Email: scallah@emory.edu Fax: 404-420-3818

Title: Assistant to the Vice President of Communications and Marketing

Organization: Council on Foreign Relations

Division: Communications & Marketing

Location: New York NY USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Salary Range: Based on education and experience

Description: Founded in 1921, the Council on Foreign Relations is the leading nonprofitmembership organization, research center, and publisher dedicated to increasing America 's understanding of the world and contributing ideas to U.S.foreign policy. The headquarters is in New York City, with a dynamic office in the nation's capital, and programs nationwide. The Council's 4,000+ members are prominent leaders in international affairs and foreign policy. The Council also publishes Foreign Affairs, the preeminent journal on global issues, and provides up-to-date information about the world and U.S.foreign policy on the Council's award-winning website, CFR.org. The Communications and Marketing office arranges for media interviews with the Council's impressive group of foreign policy experts, and works to market the Council's programs and publications. It uses a full complement of tools to reach target audiences, including CFR.org, traditional media outreach, webcasts, podcasts, conference calls, and press briefings. The Assistant to the Vice President of Communications and Marketing will provide support to the Vice President and the department. The major responsibilities of this position will include: - Providing administrative support to the Vice President as well as the department, including making travel arrangements, handling phones calls, scheduling appointments, drafting and proofreading written material, managing departmental files, and reimbursing expenses Acting as key departmental liaison for communications between the Vice President, Communications and Marketing staff, and other departments - Drafting and preparing correspondence and other written materials for the department - Developing media contacts and specialized press lists - Assisting with on-the-record meetings and press briefings, including checking in press and creating press kits Requirements: Preferred Qualifications: - Minimum of 2 years related administrative experience in communications or media - BA with strong academic credentials and a strong interest in international affairs and the media - Outstanding verbal and written communication skills - Exceptional organizational skills and proven ability to meet deadlines - Excellent proofreading and editing skills - Strong computer skills including MS Word, Excel, and database management - Innovative, energetic team player - Ability and willingness to work flexible hours when necessary

How to Apply: Qualified candidates should email, fax, or mail a resume and cover letter to the Human Resources department at the above address. PLEASE INCLUDE THE POSITION NAME IN THE SUBJECT OF YOUR EMAIL.

The Council on Foreign Relations is an equal opportunity employer and actively seeks candidates from a diverse

background. Council on Foreign Relations Human Resources Office 58 E. 68th St., NY, NY 10021
humanresources@cfr.org, FAX +1 212.434.9893, www.cfr.org, humanresources@cfr.org

Title: Account Supervisor

Organization: Edelman

Location: New York NY USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Description: Edelman, the world's largest independent public relations firm, is seeking outstanding candidates at the Account Supervisor level for our world-class Corporate Social Responsibility practice. Responsibilities: 1) Provide consulting services and manage working groups from high-profile initiative involving businesses across industries as well as the federal government and humanitarian agencies. This initiative is driven by the recognized business need for corporations to better coordinate their activities in responding to natural disasters. (50%) Support a new Task Force of prominent Fortune 500 CEOs to help determine vision, strategy, activities and results for new initiative Provide strategic guidance to the Task Force's committee of senior staff from two dozen major U.S. companies Research and write concept papers with recommendations for concrete actions to improve the coordination of the business community in responding to disasters Help lead the implementation of projects currently underway and future activities identified by the Task Force, including new systems for better communication between the private sector and the federal government Identify opportunities for collaboration among a variety of businesses, humanitarian organizations and government agencies to reinforce the private sector's commitment to communities Serve as key contact for companies and other stakeholders Manage communications component of initiative, including crisis communications 2) Provide ongoing Media Relations and Communications support for the Task Force and its member companies. Help advise on and develop intellectual capital to bolster private sector's leadership role in disaster response. (50%) Develop and execute a communications plan to position the Task Force as the business voice on disasters Conduct media outreach on behalf of Task Force and member companies and secure top-tier national media coverage Leverage breaking news and emerging trends to position Task Force and member companies as experts in the press Identify conferences, speaking opportunities to highlight Task Force work Write articles, op-eds for Task Force members in industry publications Identify and spearhead the development of intellectual capital including reports, white papers, brochures, etc. Assist in the organization (logistics and materials development) of a conference that convenes national stakeholders on disaster response

Requirements: **Qualifications:** Bachelors Degree with minimum of five years work experience in the fields of corporate affairs, government relations/public affairs, communications, corporate social responsibility/corporate citizenship, or corporate partnerships. Advanced degree preferred in business or public policy/administration. Experience working with Fortune 500 companies Excellent writer with ability to respond quickly to requests for written materials Skilled project manager Creative and strategic thinker who is pro-active and entrepreneurial Strong problem solver – with demonstrated attention to detail Strong diplomacy skills in working with organizations with varying interests and objectives Excellent analytical skills Excellent communication skills and solid communications experience

How to Apply: If you are an ideal candidate, please visit www.edelman.com and complete an online application for job #002215. You may also email your resume to Lindsay.Harris@edelman.com.

Title: Town Manager

Organization: Vermont - Stowe

Location: Stowe VT USA

Sector: Government

Issues: State & Local Government

US Citizens Only? No or Not Specified

Salary Range: \$80,000 to \$95,000

Deadline: 12/15/2006

Description: The Town of Stowe, Vermont seeks an energetic, creative and personable professional for the position of Town Manager. With a resident population of 4,339 (and seasonal increases to 10,000) Stowe is the quintessential New England community, and is renowned for scenery, cultural activities, recreation and resorts. The Manager reports to a five-member Selectboard and supervises all departments. Current operating budget is \$8.7 million with 65 full time

employees. Primary responsibilities include financial management and budgeting, personnel administration / labor relations, community and intergovernmental relations, and implementation of town policies. More information and a full job description available at www.vlct.org under marketplace.

Requirements: Five years management experience, high degree of tactful communication and negotiation skills, and bachelor's degree in appropriate discipline required; master's preferred.

How to Apply: Please send cover letter and resume in confidence to: Stowe Manager Search, VLCT, 89 Main St., Montpelier, VT 05602. Resume review will begin December 15, 2006. EOE.

Title: Internships-

Organization: United Nations

Division: High Commissioner for Refugees

Location: Washington DC USA

Sector: Multi-Lateral

Issues: UN

US Citizens Only? No or Not Specified

Description: UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES VOLUNTEER INTERNSHIP OPPORTUNITY EXTERNAL RELATIONS / PUBLIC INFORMATION The United Nations High Commissioner for Refugees (UNHCR) Regional Representation in Washington, DC, seeks volunteer interns to assist in its External Relations and Public Information departments. Interns will assist with advocacy and public awareness outreach to the general public, media, foundations, universities, nongovernmental organizations (NGOs), the US government and Congress regarding UNHCR protection and assistance programs and the needs of refugees and asylum seekers Public Information Internship Duties and Responsibilities Include: - Monitor media coverage of refugee, immigration and international relations issues. Distribute relevant articles to key UNHCR staff. Assist with media outreach and events. - Collect information and draft replies to queries on refugee situations and UNHCR programs from the media, general public, schools and universities. - Assist in UNHCR's educational outreach program to teachers and educators throughout the US, and other public awareness activities. - Administrative duties, such as organization of events, database management, and stocking and mailing public information materials, may constitute 50% of the intern's workload depending on ongoing activities in the department. External Relations Internship Duties and Responsibilities Include: - Monitor Congressional activities regarding refugees, asylum seekers and overseas assistance. Attend relevant hearings and prepare summaries of content. - Attend refugee briefings by NGOs and think tanks and prepare summaries of content. - Research and respond to information requests from the US government and NGOs. - Prepare informational memos for briefings and meetings for senior UNHCR staff. - Administrative duties, such as organization of events and database management, may constitute 50% of the intern's workload depending on ongoing activities in the department.

Requirements: Qualifications and Experience: It is essential that interns possess a superior command of English with excellent written and oral communication skills. Word processing, database and internet computer skills, knowledge of international affairs, refugee situations and foreign languages are highly desirable. Duration: Both full and part time internships are available, with a minimum of 20 hours per week.

How to Apply: Upcoming Deadline for Applications: Fall Semester: July 31 (Internship starts early September) Spring Semester: November 15 (Internship starts early January) Summer Semester: March 15 (Internship starts in May)

Applications: Applications must be complete or they will not be considered. Please send resume, cover letter and brief writing sample and dates of availability to either the External Relations Intern Coordinator or the Public Information Intern Coordinator, UNHCR, 1775 K St., NW, Suite 300, Washington, DC 20006, Fax: 202-296-5660, Email: USAWA@unhcr.org>UNHCR>USAWA@unhcr.org UNHCR thanks all applicants. UNHCR will only contact those applicants who will be interviewed.

Title: Nonprofit Technology Program Associate

Organization: BCT Partners

Location: USA

Sector: Non-Profit

Issues: IT / Telecom

US Citizens Only? No or Not Specified

Salary Range: Competitive w/ Benefits

Description: BCT Partners is a management, technology, and policy consulting services firm that works with corporations, government agencies and nonprofit organizations to improve organizational effectiveness and support strategies for change. We combine industry- and sector-specific knowledge with a unique ability to translate customer needs into innovative and transformative solutions. BCT Partners is a minority owned and operated, Federal 8(a), small, disadvantaged business enterprise and one of the leading firms in the country with expertise in the following industries/sectors: housing and community development, economic development, education, nonprofit and community technology, healthcare and human services. We are looking for talented and motivated professionals to join our team. BCT Partners is seeking a Nonprofit Technology Program Associate to support the assessment, analysis, evaluation and planning efforts for nonprofit and community-based organizations throughout the country. The primary responsibilities will include translating organizational goals to technical solutions, leading organizations through business and system analysis, recommending technology solutions, developing organizational capacity to manage solutions and providing technology implementation support. The technology consultant should have demonstrated experience in providing technical assistance and support to nonprofits. In particular, a successful candidate would have an appreciation and sensitivity for the issues and challenges that affect nonprofits in the adoption and implementation of new technology and offer strategies to overcome these issues. Lastly, the technology consultant must have strong background in database and information management systems and sector-specific (preferably human and social service, housing and community development, micro enterprise) technology tools that enhance organizational effectiveness. Key Responsibilities: • Providing capacity building assistance to nonprofit and community-based organizations through technical assistance such as strategic planning and training. • Leading clients through the business and systems analysis process resulting in tangible recommendations. • Providing technology assessment and evaluation of existing or proposed systems and solutions. • Developing technology plans to support the adoption and/or implementation of: o Client Management Systems o Data Management Systems o Customer Relationship Management Systems o Outcome and Performance Management Systems • Assist clients in developing organizational capacity to support technology initiatives. • Provide implementation support and training to nonprofit and community-based organizations.

Requirements: Skills, Knowledge, and Experience Required: A successful candidate will have a balance of strong leadership and technical skills and experience in working with nonprofit and community-based organizations. In general, a successful candidate will have the following: • Experience in the field of nonprofit technology, network and systems implementation preferred. • At least a bachelor's degree is required and a BS in Engineering, Computer Science, or Information Management is preferred. Masters in a technical field is a plus. • Business analysis and/or non-profit system implementation experience recommended. • Ability to conceptualize and carry out projects. • Ability to take initiative and independently manage several tasks and projects simultaneously with attention to detail. Technically, a successful candidate should have experience in the following areas: • Knowledge of Microsoft applications (e.g. Word, Excel, PowerPoint). • Knowledge of database applications and/or relational databases (e.g. Microsoft Access, SQL Server or Oracle). • Basic knowledge of quantitative and qualitative methods and analysis. • Excellent communication skills including the ability to present technical solutions/findings to both technical and non-technical audiences. • Must possess strong interpersonal skills required for managing clients, facilitating group discussions and supporting a client in the implementation of a technology solution.

How to Apply: Interested candidates please indicate the position title in your cover letter or resume. Send resume to: jwilliams@bctpartners.com.

Title: Project Manager

Organization: Maximus

Division: Finance

Location: Reston VA USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Description: Immediate opening Responsibilities will include, but not be limited to the following: Assisting Operations Segment CFO with large-scale projects and managing coordination of financial initiatives. Supporting needs varying in scope and complexity including financial analysis, support of business development activities, business planning, and other duties as assigned. Maintaining schedules, facilitating travel, scheduling meetings, maintaining files, ordering supplies, and composing letters and memoranda as required. Managing daily operations for the Operations Segment CFO and team, including workspace issues, equipment needs, and facilities issues. Performing other duties and special projects as may be assigned by management. Representative projects would include: - Coordination of meetings and presentations for proposals and other business development opportunities - Review of business development pipeline reports to assure

timely status updates and provide integration of emerging business opportunities to the financial forecast - Recurring business monitoring, including collections, sales, labor utilization, etc. - Maintenance of master contract files - Coordination of the calendar for the Operations Finance team, both local and remote, to assure coverage on all issues and to provide follow up on pending issues - Serving as liaison on key issues requiring financial approval including capital expenditure requests, vendor invoice approvals, contract and subcontract amendments, etc

Requirements: The ideal candidate will possess: Bachelor's degree in Business Administration; a Master's degree is preferred, along with a strong interest in applying private sector skills to address public sector operational business needs. 1 to 2 years experience supporting Finance initiatives. Strong analytical abilities and the ability to provide business solutions support. Exceptional communication skills, both verbal and written. Strong relationship management skills including the ability to interact with all levels of the organization. Proficiency with the Microsoft Office Suite as well as other general office equipment. The ability to perform comfortably in a fast-paced, deadline-oriented work environment; ability to successfully execute many complex tasks simultaneously; and ability to work as a team member, as well as independently.

How to Apply: Send Resume and Cover Letter to: DavidOng@maximus.com

Title: Budget/Management Analyst I

Organization: Maryland - Baltimore

Location: Baltimore MD USA

Sector: Government

Issues: State & Local Government

US Citizens Only? No or Not Specified

Salary Range: \$37,000 – \$45,200

Deadline: 2/2/2007

Description: POSITION: A Budget/Management Analyst I performs a limited research or related work. The eligible list may be used to hire persons as vacancies arise.

Requirements: MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a bachelor's degree in business, public administration, public policy, economics, accounting, statistics, political science or operations research from an accredited college or university; AND Have one year of experience in the analysis of budgets, management operations, government programs, statistics, economics, public policy, legislation or systems. A master's degree in business, public administration, public policy, economics, accounting, statistics, political science or operations research from an accredited college or university may be substituted for one year of the experience requirement.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police.

CONTINUOUS

RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.

How to Apply: For more information and listings of other jobs available go to:

<http://www.ci.baltimore.md.us/government/personnel/descriptions/31301.pdf>

Title: Finance Director/Officer

Organization: National Association of Schools of Public Affairs and Administration

Location: Washington DC USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: The National Association of Schools of Public Affairs and Administration (NASPAA) is changing the future of the profession of public service. Through an emphasis on quality improvement, program development, strategic thinking, and public accountability, we are taking graduate public affairs education to a higher level, to serve a demanding public sector and nonprofit environment. NASPAA is seeking a senior professional staff member (or officer level) who will have primary responsibility for the accounting and financial management/operations of the organization. The finance director/officer will have a leading role in shaping public service for the future by connecting the financial operations of

the organization with our mission and goals. As a senior NASPAA staff member, the individual will also help to promote the ideal of public service and excellence in education for public service. Our new Director of Finance will have integrity, vision, managerial capability, attention to detail, and respect for professional public service. The successful candidate will lead NASPAA in updating its financial practices by bringing knowledge of web-based financial technology, integrated databases and financial software, electronic payments and financial management technology. The Director will also provide leadership in updating our data collection operation, using web-based technology to provide transparent, up-to-date information about this sector to our members and the public. Responsibilities: - Perform the accounting and financial bookkeeping functions of the organization including preparing for audits, reconciling accounts, preparing invoices, doing accounts payable and receivable, cash flow monitoring, etc. - Perform financial management functions including measuring current financial operations of the organization, providing monthly and quarterly reports/analyses, forecasting future financial needs, and recommending improvements in financial operations. - Take key responsibility for the preparation of the annual budget, and help align revenues/expenditures with NASPAA mission and long-term goals. - Organize NASPAA's data collection operation, including web-based surveys of members schools, and assist staff in choosing and contracting customization of new database and software solutions. - Coordinate outsourced human resources administration, including employee benefits.

Requirements: Qualifications: - At the Director Level: MPA preferred (or MBA/similar), or significant number of years of equivalent experience in non-profit financial management. - At the Officer Level: a bachelor's degree in accounting or finance (or similar, including public administration). - Applicants at the Officer level should possess at least 2 years of experience in the non-profit or related sectors, and at the Director level, at least 1 year of experience in a senior staff position. CPA or CMA a plus, but the highest emphasis is on experience with, and commitment to, financial management and accounting practice in the nonprofit sector. - Demonstrated experience with QuickBooks, MS Access and Excel, but experience/interest in evolving financial software and web services is essential. - Writing, quantitative, analytical, and presentation skills as well as collegiality and interpersonal skills. - Knowledge/interest in developments in the non-profit 501(c)(3) financial environment, such as Sarbanes-Oxley; employee benefits, regulations, etc. - Must share a commitment to the NASPAA mission and a willingness to explore new technologies and operational procedures over time.

How to Apply: Interested individuals should submit an application letter and resume via email to naspaa@naspaa.org. No phone calls, please. The application letter should show that the applicant understands NASPAA's mission, as well as the relationship of the applicant's experience, skills, and abilities to NASPAA and position requirements. The position is available now and will be filled as soon as possible. Review of applications will continue until the position is filled. An applicant may submit names of references with the application letter and resume; however, these supplemental materials will not be reviewed in the initial stage. A limited number of applicants will be selected for interviews; names of references will be required from finalists following initial interviews.

Title: [Asst/Assoc/Full Professor Public Administration](#)

Organization: [Savannah State University](#)

Location: Savannah GA USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Description: Seeking Asst/Assoc/Full Professor Public Administration

Requirements: Ph.D. in political science, public administration or related discipline. ABDs may apply, all degree requirements must be completed by August 2007. Evidence of scholarly productivity, excellent teaching/research skills, and grant-writing as principle investigator. Prefer applicants who can teach evenings/weekends in one or more of the core areas covered in the NASPAA standards for MPA programs, as well as one or more of the service courses in American Government and Global Issues. Ability to teach information management, nonprofit management, public budgeting and finance, emergency management, or quantitative and qualitative research methods a plus.

How to Apply: Submit statement summarizing interests, skills and relevant experience, vita, graduate transcript, evidence of teaching ability, and a sample of scholarly writing (letters of recommendation should be sent under separate cover) to Public Administration Search. Apply to Chair HSEM Faculty Search. Office of Human Resources Savannah State University P. O. Box 20601 Savannah, GA 31404

Title: [Analyst, Capital Budget](#)

Organization: [New York - New York City](#)

Division: Department of Transportation

Location: New York NY USA

Sector: Government

Issues: State & Local Government

US Citizens Only? No or Not Specified

Description: New York City's Department of Transportation (DOT) - The Department of Transportation manages much of the city's transportation infrastructure, including city streets, highways, sidewalks, and bridges. DOT is responsible for installing and maintaining street signs, traffic signals, and street lights, resurfacing streets, repairing potholes and other street defects, installing and maintaining parking meters, managing municipal parking facilities, and operating the Staten Island Ferry. The Capital Budget Unit within the Division of Financial Management and Analysis is seeking a Capital Budget Analyst. This position offers high potential for growth within the agency, a competitive salary commensurate with experience and a comprehensive benefits package including medical, dental, vision, pension, and retirement (401k and 457). Major responsibilities include financial database management, research and report writing. Capital Budget Analyst will work with various interagency divisions and liaise with the Office of Management and Budget (OMB) to ensure timely approval of Capital projects. He or she will also assist the Deputy Director or Director of Capital Budget in related special projects.

Requirements: The qualified candidate will be detail-oriented, extremely organized and have exceptional interpersonal and communication skills. This person will be a self-starter and have strong analytical abilities with one year of experience working with the budget of a large public or private company. A BA/BS, MBA/MPA and/or related degree is preferred. Strong Excel spreadsheet skills required; knowledge of Financial Management System desirable.

How to Apply: Interested candidates should submit their resume to: Irina Pozhariskaya Financial Management & Analysis NYC Department of Transportation 40 Worth Street, Room 1124 New York NY 10013 Or via email to IPOZHARISKAYA@dot.nyc.gov. This position requires New York City residency within 90 days of appointment.

Title: Program Associate

Organization: InterAction

Division: Humanitarian Policy and Practice Unit

Location: Washington DC USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Salary Range: \$30,000 + Benefits

Description: InterAction, the nation's largest alliance of international relief and development NGOs, is seeking a full-time Program Associate to work in its Humanitarian Policy and Practice Unit (HPPU). (See www.interaction.org for additional information on InterAction and the Humanitarian Policy and Practice Committee.) The Program Associate will provide administrative and substantive support to the HPPU, including organizing and reporting on meetings, maintaining disaster-specific web pages, managing email lists, writing and editing reports on unit and InterAction member activities, supervising interns, and providing information to InterAction members, US Government agencies, UN agencies, other partners, and the public.

Requirements: Requirements: Bachelor's degree in relevant field, previous experience or strong interest in international humanitarian assistance. Excellent organizational and administrative skills. Strong writing and computer skills. Attention to detail. Ability to interact with others in a professional manner.

How to Apply: Interested applicants should forward a resume and cover letter by November 30, 2006 to: Elizabeth Bellardo Humanitarian Policy and Practice Unit InterAction 1717 Massachusetts Avenue, NW Suite 701 Washington, DC 20036 Fax: (202) 667-8236 Email (preferred): ebellardo@interaction.org

Title: Global Compliance Officer

Organization: International AIDS Vaccine Initiative

Location: USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Salary Range: Excellent Compensation + Benefits

Deadline: 12/31/2006

Description: Global Compliance Officer shall be responsible for the management of compliance and administrative requirements of designated prime contracts and grants awarded to IAVI by its donors to support global efforts to ensure the development of safe, effective, accessible, preventive HIV vaccines for use throughout the world. It is anticipated that at least 50% of the position will be in direct support of IAVI's newly-awarded, five-year, \$156 million Cooperative Agreement from the U.S. Agency for International Development. Responsibilities include the following: - Review new donor awards and modifications for compliance requirements and assist with negotiations as appropriate - Inform and guide program and finance staff about compliance requirements based on strong knowledge of contractual documents, donor requirements, procurement and other regulations, and IAVI policy - Ensure donor requirements and necessary provisions are effectively and efficiently communicated to Grants & Contracts Management staff - Conduct trainings on compliance issues, create user-friendly reference materials, and establish systems to enable IAVI's efforts to comply with compliance requirements - Seek donor approvals and modifications to donor awards as needed, coordinating with finance, program and development staff as appropriate - Work collaboratively with Regional Compliance Officer in the field to ensure that appropriate actions and capacity exists at field level - Research and monitor donor rules and regulations for relevant changes and developments - Review proposals for restricted funding, ensuring compliance with donor requirements - Fulfill projects as assigned by Senior Director, GC&C

Requirements: **REQUIRED SKILLS AND QUALIFICATIONS:** - B.A. degree required; advanced degree and continuing education in compliance and agreement/contract management desirable - Minimum of 5 to 7 years work experience in compliance and contract administration, including a minimum of 3 to 4 years working with the U.S. Agency for International Development; experience working with the Bill and Melinda Gates Foundation, the European Union and other European Governments desirable - Cradle to grave contract administration experience including award negotiations, procurement, compliance auditing and agreement close-out -Authoritative knowledge of OMB Circular A-122, 22 CFR 226, 22 CFR 228 essential -Previous experience working at an international NGO highly desirable - Excellent oral, written communication and diplomatic skills - Experience formulating and implementing policies and procedures - Proficiency in using Microsoft Word, Excel, email and the internet - Excellent organizational skills; ability to work independently, assess priorities, and manage a variety of activities with attention to detail - Ability to function effectively in complex work environment and deal effectively with numerous simultaneous requirements - Ability to interact professionally with culturally and linguistically diverse staff and clients

How to Apply: How to apply: Please go to <http://www.iavi.org> and enter the International AIDS Vaccine Initiative website. Click on the Careers at IAVI bar on the left, select the position you are interested in and follow instructions. All applicants must apply using the IAVI website. <http://www.cytiva.com/cejobs/templateIavi.asp>. Please reference the "Recruiting Center at DevelopmentEx.com" when you apply by email.

Title: Associate and Internship Positions

Organization: Development Executive Group

Location: Washington DC USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Deadline: 12/31/2006

Description: The Development Executive Group offers a limited number of Associate and Internship positions in its Washington, DC headquarters. These positions are designed for university students or recent graduates. They are unpaid and available only to individuals who have legal residence in the United States.

Requirements: Successful applicants benefit from an introduction to the international development industry and the leading firms, NGOs, and development agencies. Duties include: 1) Event planning and logistics; 2) Updating databases and spreadsheets; 3) Researching international development procurement opportunities; and 4) A variety of administrative tasks. Additional, higher-level duties will be assigned based on capabilities and performance. Eligible candidates should have academic and/or work experience in international affairs. Academic performance and international development knowledge will be considered. Fluency in English is required. Excellent writing and computing skills, as well as knowledge of a foreign language, is advantageous. Candidates with an interest in internet-based business models, graphic design, and international business will also be considered.

How to Apply: Internships are available year-round and there is a rolling admission process. All cover letters and resumes must be submitted by email. michelle.mikos@developmentex.com

Title: Management Intern

Organization: Kansas - Olathe

Location: Olathe KS USA

Sector: Government

Issues: State & Local Government

US Citizens Only? No or Not Specified

Salary Range: \$30,000 - \$35,000 + Benefits

Description: The organization has a \$200 million budget and over 900 full-time employees in eleven Departments. This position involves municipal research and analytical work as well as participation in management meetings. The Intern will perform a wide variety of duties including studying organizational and administrative processes; analyzing statistical and program information; attending City Council meetings and management meetings; and could staff administrative and citizens' committees.

Requirements: The successful candidate will serve rotational assignments in the City Manager's Office, the Budget Office in the Strategic Financial Management Department as well as selected line departments. This position requires satisfactory completion of all coursework for a master's degree in public administration, business administration, or a closely related field by June 23, 2007. Some related work experience is desirable, but candidates with no related experience will be considered. This is a twelve month internship beginning July 2, 2007 to June 27, 2008. The application period is continuous, but may close without notice when a sufficient number of applications have been received or the position has been filled. First review of application materials will occur on February 1, 2007.

How to Apply: Application packet must include the following: City of Olathe Employment Application, cover letter, a current resume and a completed values exercise. For additional information about the program or the request the application material and written values exercise please contact the Human Resources Office at (913) 971-8735. Please forward completed application materials to: City of Olathe Human Resources, Management Intern Search, 100 E Santa Fe, Olathe Kansas 66061 or may be emailed to jobline@olatheks.org Qualifications will be evaluated on all materials submitted in the application packet, including presentation of requested information and job-related factors such as writing skills, communication skills, and problem solving abilities. Only the highest qualified applicants will be invited to interview. Selections will be made in March 2007. Application Deadline: Open Until Filled

Title: Program Associate

Organization: Commonwealth Fund

Division: Commission on High Performance Health System

Location: New York NY USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Salary Range: \$45,000 - \$60,000 Commensurate w/E

Description: The Commonwealth Fund, among the first private foundations started by a woman philanthropist—Anna M. Harkness—was established in 1918 with the broad charge to enhance the common good. The Fund carries out this mandate by seeking to move the United States towards a high performance health care system that achieves better access, improved quality, and greater efficiency, and focuses particularly on the most vulnerable due to income, minority status, health, or age. The Fund supports independent research on health and social issues and makes grants to improve health care practice and policy. The Fund is a value-added foundation—conducting intramural research; working closely with grantees in designing, publishing, and communicating the results of projects; and conducting a web-based and media-oriented communications program aimed at reaching influential health policy and practice audiences. The Fund's income derives from its endowment, which has a market value of approximately \$670 million. The Fund's annual program and administrative budget is \$29 million. The Commission's goal is to move the U.S. towards a much higher performing health care system that achieves better access, improved quality, and greater efficiency, and focuses particularly on the most vulnerable due to health, age, income, or minority status (see Appendix). **SPECIFIC RESPONSIBILITIES** The Associate for the Commonwealth Fund's Commission on a High Performance Health System provides administrative, research and writing support for an initiative sponsored by the Commonwealth Fund and based at AcademyHealth in Washington, DC. The Commission is fully funded under a grant from the Fund. The position provides general administrative support to the Senior Policy Director and provides writing, editing and research support on issues related to the Commission's work. • Provides administrative support for the senior policy director: calendar, telephone, travel, meetings, expense reports, correspondence and duplication and distribution of program work. • Under the supervision of

the senior policy director provides support in the implementation of the Commission-related meeting agendas – including the three yearly Commission meetings, an annual Congressional retreat and congressional staff retreat, and a series of briefings and roundtables on Capitol Hill. Associated duties include assuring that appropriate materials have been developed for each meeting and working with staff from the Alliance for Health Reform to assure that all necessary logistic support for Commission meetings is provided. Additionally, coordinates and aides in the development of materials for conference call meetings of the Commission workgroups. • Assists the senior policy director in the preparation of an annual set of issue briefs on key policy topics related to achieving a high performance health system. Provides issue brief authors with research assistance where appropriate. • Assists the senior policy director in developing additional reports for Fund publication, publication in peer-reviewed journals, or both, that focus upon specific areas of policy related to the Commission’s goals. These might take a longer term perspective and be more comprehensive than the issue briefs. • Assists the senior policy director in preparing materials related to the Commission’s activities for the Fund’s Annual Report, presentations to the Fund Board, and The Commonwealth Fund Quarterly. • Assists the senior policy director in presenting Commission-related work to appropriate public policy makers in a variety of settings: national, state, local. These are likely to be persons in the executive and legislative branches of government. They are likely to include individual and group presentations. • Prepares documents for internal and external meetings. Prepares correspondence to Commissioners, Fund staff, consultants, and experts and provides material on Commission efforts as requested. • Conducts background research, including literature reviews, Internet searches and tracking journals, working papers, legislative developments and public coverage of health policy issues related to the Commission. • Provides assistance in the development of grants, grant and program management. Grant related work includes: assists in internal reviews and prepares Board summaries; prepares payment and reporting schedules; monitors timelines and tracks grantee products; and helps plan meetings, forums or conferences related to grantee work. • Cross-trains with the program staff for the Medicare’s Future and State Innovations programs to provide administrative and/or research support on an as-needed basis. The Commonwealth Fund’s philosophy on successful performance in the job includes the willingness on the part of all staff members to handle any assignment necessary to further the goals of the institution. This may include taking on responsibility in other program areas or departments if the need arises.

Requirements: **QUALIFICATIONS** A Masters degree in Public Health, Health Policy or Public Administration and one to two years of related work experience is required. Preference will be given to applicants with prior research assistant and administrative experience. Candidates must have demonstrated writing and analytic skills as well as organizational and administrative skills and the ability to prepare graphics and tabular data presentations. Flexibility and skill in working as a team member are a must, as the position requires working in a highly demanding, multiple task environment with changing priorities. Candidates must be intellectually curious and able to gather, assess and synthesize information from various sources. Excellent written communication skills. Strong computer skills, including knowledge of the Microsoft Office XP, Gifts for Windows, Lotus Notes, and the Internet. Familiarity with SAS or similar statistical software a plus. The Fund has a relatively small staff, and judgment, integrity, and the ability to listen with sensitivity to others are traits that are particularly important in an organization of the Fund’s size, where teamwork is essential to effectiveness. The ability to work collegially with a variety of Fund staff and interest in and strong commitment to the Fund’s mission and grants programs are key qualifications.

How to Apply: Qualified applicants should e-mail cover letter and resume to jobs@academyhealth.org . Please be sure to reference the position for which you are applying.

Title: Business Analyst

Organization: CMA Consulting Services

Location: New York NY USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Description: Position: Business Analyst CMA Consulting Services has an immediate opening for a Business Analyst capable of querying large data sets to support end users of a large government data warehouse. This position requires a strong ability to empower staff to use data to analyze a number of complex issues related to NYC’s Public Assistance, Medicaid and SSI caseloads. At times, the Business Analyst will be asked to develop presentations and materials targeting Finance, Legal and Operational staff that use the data warehouse. The ideal candidate is someone who is a self-starter, creative and feels comfortable working in a large, complex social services organization providing daily support to staff of varying technical and analytical skills.

Requirements: Qualifications and preferred experience include: Technical Skills · Strong problem-solving and analytical skills · Aptitude to learn technology quickly · Familiarity with one or more of the following: SPSS, SAS, statistical

software, SQL, relational databases, data warehousing, business intelligence concepts, Oracle Communication and Presentation Skills · Strong verbal and written communication skills · Proficiency with Microsoft Office, especially Power Point · Experience creating training materials, case scenario exercises and evaluation surveys Preferred · Prior consulting, research or training experience · Aptitude for public policy research or gathering business requirements · Experience working for a state or local government agency · A working knowledge of welfare reform, TANF, Medicaid or Supplemental Security Income · Comfortable working with large data sets of multi-source data This is a full-time position located in New York City.

How to Apply: Send resumes and cover letters to Tayyab Walker twalker@cma.com.

Title: Foundation Fellow

Organization: George Gund Foundation

Location: Cleveland OH USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Salary Range: \$40,000 + Benefits

Deadline: 1/3/2007

Description: The George Gund Foundation Fellowship provides an opportunity for promising professionals to work inside the Foundation, a philanthropic organization that plays a vital role in supporting the civic life of Greater Cleveland and in various national policy deliberations that impact our community. The Fellowship is a two-year, full-time commitment beginning in Summer 2007, requiring residence in Northeast Ohio during the term of engagement. The George Gund Foundation, established in 1952, is the largest private foundation in Ohio. The Foundation has assets in excess of \$510 million and makes annual grants totaling approximately \$22 million. Program officers professionally handle grantmaking in arts, economic development and community revitalization, education, environment, and human services. The Fellowship experience will be tailored to the Foundation's needs and will include a wide range of substantive assignments including reviewing grant proposals, organizing and conducting site visits, and researching topics related to the Foundation's grantmaking interests. Each George Gund Foundation Fellow will receive a stipend of \$40,000 per year. A full benefits package during the term of the Fellowship will also be provided by the Foundation. Housing, transportation and other living arrangements are the responsibility of the Fellow.

Requirements: Successful candidates for this Fellowship will have a graduate degree and/or several years work experience in the nonprofit sector. Excellent writing skills and sufficient computer competency to carry out assigned projects are essential. A demonstrated desire to work in public service or the nonprofit sector is also important, as the Foundation views the Fellowship to be a valuable early career opportunity. The selection process is anticipated to be highly competitive.

How to Apply: To be considered for the Fellowship, each candidate must submit a cover letter, a detailed resume, two letters of recommendation and a short essay discussing why the Fellowship opportunity is appealing. Please also indicate how you learned of the position. These materials are due no later than January 3, 2007. A Fellow will be selected mid-April 2007. **To Apply:** Address application materials to: Robert Jaquay Associate Director George Gund Foundation 1845 Guildhall Building 45 Prospect Avenue, West Cleveland, OH 44115

Title: RFA Proposal Writer Consultant

Organization: International Rescue Committee

Location: Kigali Rwanda

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: The International Rescue Committee currently seeks a for its Rwanda program, based in Kigali, Rwanda. **Background:** USAID is planning to release an RFA for a five year project to expand HIV/AIDS clinical services in Rwanda. The project will have two major program elements: Expansion of quantity and quality of core clinical services in defined district health networks; Health systems strengthening for protocols, norms, standards and tools for key clinical services. The project will be awarded to a consortium of NGOs, where the IRC is competing to be one of the sub-grantees. IRC will prepare a proposal in response to this upcoming RFA and is recruiting a consultant to manage the proposal development process in response to the USAID RFA. The consultant will drive the process necessary to bring the application to full completion and ensure both high quality and a timely submission of the final product. The incumbent

should be prepared to travel within Rwanda and to learn as much as possible about the local context, USAID priorities, and IRC programming practices and priorities. The consultant will work closely with the IRC Rwanda Country Administrator and the IRC Health Unit. S/he is expected to work independently and in a highly time-sensitive environment. Responsibilities: The consultant will have the following responsibilities: - Become rapidly familiar with: IRC Program Framework; The local health context and, specifically, the HIV/AIDS context; Current IRC programs and strengths in Rwanda in the health sector; The requirements of the RFA; - Project design: Lead the technical design of the project and proposal within the parameters set out by the RFA; Rapidly determine key technical options related to HIV/AIDS for analysis with partner agencies, the IRC Rwanda Country; - Administrator and IRC Health Unit Technical Advisors; Design a strong data collection and monitoring & evaluation plan that addresses the tender requisites and contributes to IRC's institutional commitment to good quality, data-driven programming; Reinforce linkages with the MOH to inform the project design; - Contribute to the design of Terms of Reference for project positions; - Writing: Write key sections of the proposal; Deliver quality product against a tight schedule; Ensure that the tone, content, and design of the proposal correspond to the requirements of the RFA and IRC's program framework, proposal development process and D,M&E system; - Budgeting: Assist the finance and grants team to identify budget items that require costing; Assist with the budget drafting and review.

Requirements: Requirements: - Experience in HIV/AIDS programming in developing countries; - Experience in the preparation of USAID proposals and RFA responses; - Strong English writing skills; - French fluency a plus; - Ability to work under pressure and extreme time constraints; - Strong interpersonal skills and the ability to work well within a team; - Previous experience working in conflict or developing countries, preferably in Africa.

How to Apply: To Apply: To apply for this position please go online and click jobs under Rwanda program. Inge Ceunen Domestic Human Resources Director International Rescue Committee E-mail: DomesticHR@theIRC.org

Title: Government Contracts Analyst

Organization: Local Initiatives Support Corporation

Location: New York NY USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Salary Range: Competitive w/ Benefits

Description: Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Government Contracts Analyst, Grants and Contracts Management Department (GCM). The department is part of the finance division with a critical role in the accounts payable process of the company. GCM is responsible for administering all private and government funded grants, recoverable grants and consultant agreements. GCM is also responsible for managing sub recipient monitoring and compliance for all government funded contracts. Primary Responsibilities: - Conduct financial oversight of multi-million dollar federal grants; - Ensure that federal grant compliance requirements are being met by LISC field staff and the CDCs they fund; - Review and approve federal grant disbursement requests to ensure that they are consistent with contract terms and any applicable federal regulations; - Coordinate with the Accounting Department to ensure timely and accurate drawdown requests; - Provide internal management reports to local offices on Federal Government Contracts; - Review Audit reports submitted by CDCs and follow up with program staff as necessary to get corrective action plans; - Provide technical assistance and problem solving to LISC local field offices to ensure compliance with requirements for Federal Government Contracts; - Conduct site visits to local LISC sites and funded CDCs as necessary; - Assist to develop and provide training about the management of Federal Government Contract funds to local field office staff. - Other projects as assigned.

Requirements: Qualifications and Skills: - Master's degree preferred; - Self-starter with three to five years of related professional experience; - Solid knowledge of federal government contract regulations, including federal OMB Circulars preferred; - Strong financial/analytic skills and experience; - Some experience doing government financial reports, particularly the federal 269; - Strong project management experience and skills; - Ability to collaborate effectively with a wide range of public and nonprofit partners is a must; good interpersonal skills necessary; - Some travel is required. This position is based in NYC.

How to Apply: To Apply: Contact: Maggie Slane Director, Grants Dept. Local Initiatives Support Corporation 501 7th Avenue, 7th floor New York, NY 10018 E-mail: mslane@lisc.org

Title: Capital Fellows Program

Organization: California State University

Location: Sacramento CA USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Salary Range:

[Deadline: 2/28/2007](#)

Job Level: Fellowship

Description: Executive Fellowship Program Jesse M. Unruh Assembly Fellowship Program California Senate Fellows Judicial Administration Fellowship Program Sponsored by the Center for California Studies at California State University, Sacramento, the prestigious Capital Fellows Programs (Executive, Assembly, Senate and Judicial Administration Fellowships) offer yearly 64 college graduates the opportunity to contribute to state government policymaking by working for 10-11 months as full-time, paid policy assistants in the California State Assembly, Senate, Executive Branch or within the California Court System. The Nature of the Work Fellows are placed at some of the highest levels of state government. They assist state legislators, senior-level executive staff, and court administrators with a broad range of public policy issues and projects. They can be assigned to a member's personal or committee staff, help draft and analyze legislation, coordinate projects, work with constituents and special interest groups, conduct policy research, draft legislation, write grants, speeches and press releases, and work with court project development and implementation.. Capital Fellows work on public policy in many different ways. Senate and Assembly fellows often work on the law-making process, asking questions like "What are the potential impacts of new legislation, who will be affected and is it fair in general?" Executive fellows often work on implementation of new laws created by the legislature to produce concrete results over time. Judicial Administration fellows often contribute to the legal interpretation of laws by providing research for court executive officers, and by implementing new policies and procedures in the courts. There are also crossover placements in each branch. For example, the Judicial Administration and Executive Programs offer placements that deal with legislative affairs – where fellows spend time analyzing and suggesting legislation, and speaking to the lawmakers on behalf of the judicial branch and executive agencies. Other fellows deal with the media as part of their jobs, such as in the Communications Division of the Governor's Office, and in the Fair Political Practices Commission's Executive Office. The Academic Program The programs also include academic seminars, and Fellows earn 12 graduate credits in Government or Public Policy and Administration from Sacramento State. Each program pays for the fees for the graduate units earned by the Fellows. The Fellowship Year The fellowship begins with an orientation which provides a working knowledge of state government structure and the legislative process, with key people including legislative members, senior staff, journalists, lobbyists and state government officials. Fellows receive a monthly stipend of \$1972/month plus full medical, dental and vision benefits. All fellowship assignments are in the Sacramento area, with the exception of the Judicial Administration program, which has placements throughout the state, including Los Angeles, Oakland, San Francisco, San Diego and Sacramento. The Fellowship Programs Executive Fellowship Program Created in 1986, the program provides 18 Fellows an opportunity to work as full-time professional staff in high levels of government throughout the Executive Branch. Placements include offices of the Governor, Constitutional Officers and Cabinet members as well as agencies, departments, boards and commissions. Fellows gain valuable insights and experiences in the realm of public policy and politics. Jesse M. Unruh Assembly Fellowship Program Founded in 1957, the California State Assembly Fellowship Program is one of the oldest and most prestigious fellowship programs in the nation. The fellowship offers full-time positions as staff members in Capitol offices of Assembly Members and Assembly policy committees. California Senate Fellows The California Senate Fellows program, established in 1973, provides participants with insight into the legislative process. The fellowship program's primary goals include exposing people with diverse life experiences and backgrounds to the legislative process and providing research and other professional staff assistance to the Senate. Judicial Administration Fellowship Program Since 1997, this program offers individuals the opportunity to work in California's complex and changing court environment. Placements are statewide, in superior and appellate courts. Graduate studies complement hands-on staff experience in California local courts and the state Administrative Office of the Courts. The program provides Fellows work experience in the largest judicial system in the Western world. Requirements: Program Requirements The only prerequisite for the programs is a four-year college degree. Fellows are typically recent college graduates, mid-career, or re-entry individuals with an interest in public policy. Fellows come from all economic, cultural, career and educational backgrounds. No previous legislative or political experience is required, but an interest in public policy and politics is essential. Fellows are not required to be U.S. citizens, but they must have the right to work here. Selection The filing deadline for applications is February of the application year. Semifinalists must be present for a personal interview in Sacramento or Los Angeles in late April/early May. Final selections will be made in May.

How to Apply: All applications can be obtained online at: <http://www.csus.edu/calst/programs/>. The application deadline for the class of 2007-08 is February 28, 2007.

Title: Director of Corporate and Foundation Relations

Organization: New Jersey Audubon Society

Location: Bernardsville NJ USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Salary Range: Commensurate w/ E + Benefits

Description: New Jersey Audubon Society seeks a Director of Corporate and Foundation Relations to initiate, develop, and strengthen relationships with major contributors consisting of businesses, corporations, private foundations and government entities. Responsibilities include identifying, researching, and establishing prospect management strategies and initiatives; cultivating and maintaining donor relations; and managing foundation and corporate giving including grant writing and grant reporting. The Director of Corporate and Foundation Relations will work with staff to develop new proposals and participate in the compilation and maintenance of current, accurate information about corporate and foundation donors and prospects, utilizing the Raiser's Edge software.

Requirements: Requirements: A bachelor's degree is required, with five or more years of paid professional experience in fund development for nonprofit organizations preferred, with an emphasis on grant writing and major gifts, as well as demonstrated success in implementing effective major gift fundraising strategies, including prospect research and a donor-centered approach to fundraising. Proven ability to research, investigate, and pursue funding opportunities. The ability to draft compelling communications about the society's work, whether in the context of a grant application, special appeal, or acknowledgment letter. The ability to solicit support in a face-to-face meeting with corporate and foundation representatives; Excellent interpersonal, writing, planning, budgetary, speaking, and computer skills. This position reports directly to the Vice President for Development and works in collaboration with the society's Board of Directors and staff to achieve organizational goals. The position requires the willingness and ability to travel statewide as needed and to work some evenings and weekends when necessary. New Jersey Audubon Society is an equal opportunity employer.

How to Apply: To Apply: Send cover letter, resume, sample writing (grant proposals, etc.), and salary history to: John Carno, CFRE Vice President for Development New Jersey Audubon Society 9 Hardscrabble Road 07924 Fax: (908) 766-7775 E-mail: john.carno@njudubon.org

Title: 2 Positions

Organization: University of Pittsburgh

Location: Pittsburgh PA USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Description: The University of Pittsburgh invites applications and nominations for the position of Senior Director of International Programs and Director of the University Center for International Studies (UCIS). Founded in 1787, the University of Pittsburgh is one of the oldest institutions of higher education in the United States. The University's 3800 faculty members serve 10,000 graduate and 22,000 undergraduate students through 16 graduate, professional, and undergraduate schools at its Pittsburgh campus and four regional campuses. The University ranks among the top 25 universities nationally in overall R&D expenditures and is one of only thirty-three public American research institutions that are members of the Association of American Universities. **THE OPPORTUNITY:** The University of Pittsburgh regards this position as one of the most attractive university appointments in international education in the country. The University was one of the first research-intensive universities to develop a comprehensive, internationally focused academic program, and today, the institution is an acknowledged leader in virtually every dimension of international academic activity. The Senior Director of International Programs and Director of UCIS is expected to maintain this legacy. The incumbent reports directly to the Provost/Senior Vice Chancellor and (i) works with the University's leadership to maintain and strengthen the international dimension of the institution, (ii) promotes and enhances the University's international activities in education, research, and public service, and (iii) manages UCIS, a network organization that employs 70 personnel.

Requirements: REQUIREMENTS: The University seeks a proven leader who is (i) most likely a nationally recognized scholar who is qualified for appointment as a full professor with tenure and (ii) broadly experienced in international affairs, both within and perhaps outside of the academy. The applicant should possess the vision, powers of articulation, and collaborative spirit and skills required to forge effective alliances and partnerships, both throughout the campus in a matrix-style academic organization and with external stakeholders. The University will consider exceptional individuals who understand academic governance and faculty concerns but who have completed all or part of their careers in non-academic environments.

How to Apply: APPLICATION PROCEDURE: Collegiate Enterprise Solutions, LLC (CES) and R. H. Perry & Associates (RHPA) are assisting the University with this search. Dr. Thomas J. Wyly and Dr. Earl Kellogg of CES are consulting on the search, with the assistance of Mr. Matthew Kilcoyne of RHPA. Candidates should email, as MSWord attachments, a cover letter describing relevant experience; a curriculum vitae; and the names, phone numbers, and email addresses of three references to matt@rhper.net by December 29, 2006. Inquiries and nominations can be addressed in confidence to Thomas Wyly at 617-489-2673 or tomwyly@juno.com or to Earl Kellogg at 217-333-6104 or ekellogg@uiuc.edu. Additional information about the University and its international programs is located at www.pitt.edu, www.ucis.pitt.edu/main, and www.pitt.edu/~provost/inventory_report_2006.pdf.

Title: Associate Director, Asian Social Issues Program

Organization: Asia Society

Division: Programming Division – ASIP

Location: New York NY USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: PURPOSE: The Associate Director will oversee and manage the Asian Social Issues Program and take the lead in developing an active strategy agenda for social change in the Asia-Pacific region that will be implemented through programs and other activities in New York and worldwide. The Associate Director will manage the ASIP budget and staff, help fundraise, and develop and implement a strategy for driving social change within specific issue areas of global significance. RESPONSIBILITIES: 1. Develop strategy and implementation plan for ASIP activities to be implemented through activities and initiatives in the United States and Asia; 2. Conceptualize, plan and help direct multiple programs under the Asian Social Issues Program umbrella; 3. Manage program finances, help create budgets, review, forecast and track current and upcoming year finances; 4. Direct and manage, in collaboration with other staff, the ASIP component of Asia Society's website, AsiaSource; 5. Help create and coordinate programs in conjunction with Asia Society staff in other divisions; 6. Work with External Affairs Department on fundraising efforts and grant writing to support the ASIP budget; 7. Fulfill annual grant(s) reporting to foundation(s); 8. Supervise, direct and manage ASIP staff, consultants and student interns; 9. Develop contacts with activists, academics and liaise with the NGO, policy and academic community in the U.S. and Asia; 10. Build and maintain relations with other non-profit, policy, and activist organizations in the US and Asia in order to develop opportunities for collaboration to achieve ASIP strategic goals; 11. Help organize the annual ASIP Advisory Committee meeting and maintain regular contact with this group for advice, input and involvement in ASIP programs; 12. On going program assessment and evaluation for mission and financial performance; 13. Other duties as assigned.

Requirements: 1. Visionary self-starter and social entrepreneur with project management experience and skills, creative approaches to outreach, exceptional inter-personal skills, ability to work successfully with extremely diverse constituencies, highly organized, with strong attention to detail, energy and enthusiasm. 2. Ability to develop strategic goals and develop active agenda for achieving these goals that incorporates the assets and capabilities of the Asia Society across the fields of art, culture, policy, business, and education, as well as the resources of ten Asia Society centers around the world. 3. Must have strong pitching, writing, editing and verbal communications skills. 4. International experience and knowledge of Asia required. 5. Must be creative with ideas, and have immense energy to run programs from the funding stage, to conceptualizing and implementing programs. 6. PhD or equivalent degree and 6-8 years related work experience in non-profit, foundation or think-tank preferred. 7. Familiarity and ease in grant writing and interacting with granting agencies. 8. Must be able to multi-task and deal with occasional high-stress and fast paced environment. 9. Must be a team player, able to work cooperatively with multiple people at various levels of responsibilities, and also able to supervise and direct support staff. 10. Strong computer skills, including Word, Excel, and ability to learn new databases.

How to Apply: Send cover letter and resume with salary expectations to: Chris Lawrence Director, Human Resources Asia Society 725 Park Avenue New York, NY 10021 Email: HR@asiasoc.org Fax: 212-452-1422

Title: Senior Analyst

Organization: Kaiser Permanente

Location: Oakland CA USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: Kaiser Permanente's Commitment to Community Benefit Kaiser Permanente has a 60-year history and mission of improving the health of not only of our members, but the communities we serve. As a nonprofit health plan, with no shareholders, we reinvest our revenues in serving our members and our communities. We understand the complex health issues that challenge the communities we serve. We bring together our clinical expertise, research capacity, technology, educational and charitable resources, and caring people to help meet those challenges. We work in collaboration with community partners to improve the health of the communities we serve. We also care for people who are uninsured and underinsured in very practical and effective ways through our dues subsidy, charity care and Medicaid programs. At every level, Kaiser Permanente fosters a culture of caring, making a difference through our people, our programs and our understanding of the critical elements that support total community health. We are proud to help our communities to thrive. Purpose of the Community Benefit Senior Analyst Position: This position provides analytical expertise to the national Community Benefit team in support of key operational and strategic decisions. Focuses primarily on conducting analyses, forecasts and modeling for a broad array of issues across the community benefit portfolios and relative to KP's overall strategies and finances. Maintains and produces regular financial reports in addition to ad hoc analyses, as needed. May work independently or as a part of a project team and consults frequently with appropriate managers on progress. Major Responsibilities: - Participates in the identification of key business issues and the design of analytical approaches that help support key decisions - Conducts quantitative and qualitative analyses to address a broad array of issues across disciplines, projects and functional areas - Exercises best professional judgment to develop appropriate assumptions, analyze results and make recommendations, as well as articulate the rationale for the methodology chosen - Researches and prepares evaluations on a variety of diverse and complex projects/problems (strategic, financial, operational and cost/benefit analyses). - Able to project manage, structure and execute analyses independently and as appropriate, work with analysts from other units - Prepares preliminary interpretations of analyses for project teams, clients and/or department management and able to recommend suggested action steps based on analytic findings - Prepares presentation materials and develop graphs, charts, etc, for communications as needed - Works to improve data quality and collection processes and report design to meet diverse and changing needs for management reporting. Will need to work with variety of data sources inside and out of KP, including the enterprise data warehouse. - Assist in responding to urgent ad hoc and routine requests to meet the information requirements of senior Community Benefit leaders, Board of Directors, and external agencies and organizations for critical financial or operational decisions Requirements: Minimum Requirements: Education: Bachelor's degree, or equivalent experience, in business administration, finance, health care administration or related field. Master's degree or working toward one preferred. Qualifications: Significant (usually 5-plus years') financial analytical and/or project management, strategic planning experience. Significant knowledge of several or all of the following: finance, accounting principles; statistical theories, applications and accounting/forecasting systems; and/or project management and operations analysis. Proficient with a variety of software applications (spreadsheet, word processing, graphics, etc.) and mainframe systems; mainframe programming experience preferred. Project coordination experience required. Excellent communication, presentation, analytical and report writing skills required.

How to Apply: To Apply: Please send cover letter and resume to: John Vu Director Kaiser Permanente One Kaiser Plaza Oakland, CA 94612 E-mail: john.vu@kp.org

Title: Data Analyst

Organization: The Education Trust

Location: Washington DC USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: The Education Trust, a nonprofit research and advocacy organization dedicated to closing the achievement gap for low-income and minority students, is currently seeking applicants for the position of data analyst. As a member of the Education Trust's Policy and Data Team, the data analyst will assist with the continued development and

maintenance of the first national comprehensive high school database. He or she also will conduct analyses of this and other databases to identify schools and systems at the performance frontier and to better understand achievement patterns within and across schools, districts, and states. Primary responsibilities include: - Assisting in maintenance of national school-level databases; - Working with other Ed Trust staff members to answer questions about and generate statistics from education databases, both those maintained by Ed Trust and externally; - Obtaining, cleaning, evaluating, and formatting data from external sources (federal, state agencies, etc.); - Assisting in the development of a system of identifying and tracking high-performing schools; - Merging, cleaning, and extracting sub-datasets as needed for analysis, and analyzing these and other datasets; - Helping to implement and maintain successful processes for developing and updating public, Web-based data tools for identifying high-performing schools; and - Conducting analyses and generating basic statistics for discussions of analytical strategies. The Data Analyst will work in a highly collaborative environment with other Policy and Data Team members and Education Trust senior staff. Candidates should also be strongly self-directed, with an interest in working independently to develop new areas of research and public policy related to closing the achievement gap for low-income and minority students at all levels of education. Candidates should enjoy working in a fast-paced, dynamic professional environment in which expectations are high both for the quality and speed of work. Requirements: In addition, successful candidates will possess some or all of the following specific attributes and experiences: - A mix of strong analytical, research, and communications skills, with an emphasis on quantitative analysis and basic descriptive statistics; - The ability to perform detailed quantitative analyses of large data sets using SAS and/or SPSS statistical analysis software; - Extensive experience using Access, Excel, and PowerPoint and working with large scale datasets (familiarity with national education data sets such as the Common - Core of Data strongly preferred); and - A Master's degree in public policy, education policy, statistics, or related fields and/or several years of experience in a similar position.

How to Apply: Submit your cover letter, resume, and salary history to DataAnalyst2006@edtrust.org or mail to: Data Analyst Search, The Education Trust, 1250 H St. NW, Suite 700 Washington, DC 20005

Title: [Business Improvement Consultant](#)

Organization: [Dye Management Group](#)

Location: Bellevue, WA or Raleigh, NC USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Description: We are currently seeking ENTRY LEVEL CANDIDATES who are interested in a public sector consulting career. We are looking for creative individuals with a balance of technical, communication, and problem-solving skills who are driven to excellence. Since our consulting teams work closely with clients, travel is required.

Requirements: Qualifications: Ideal entry level candidates will have 1-2 years of relevant experience working in a consulting role with public sector clients (preferably city, county, state or federal DOT clients). Relevant experience includes working on large scale client engagements with a set budget, schedule, and predefined deliverables. Examples of relevant client engagements are projects that re-engineer processes, methods, procedures, and supporting management information systems for highway programs such as transportation or highway construction planning and management. Education requirements: Candidates must have a Master's degree in civil engineering, transportation planning, public administration, or a related area. PMP a plus.

How to Apply: To Apply: Send resume, cover letter, and at least two writing samples to recruiters@dyemanagement.com, or fax to 425/637-8020. We are an equal opportunity employer.

Title: [Program Assistant for Europe and Eurasia](#)

Organization: [National Endowment for Democracy](#)

Location: Washington DC USA

Sector: Private

Issues: Private Corporation

US Citizens Only? No or Not Specified

Salary Range: Competitive w/ Benefits

Description: The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant-making organization that works to support freedom around the world, seeks a Program Assistant for its Europe and Eurasia section. The position is based in Washington, DC. Duties: The Program Assistant will provide administrative support to the Europe and Eurasia Program staff. Specific duties of the Program Assistant will include: Assisting the

Program staff with general administrative duties; Researching information about potential grantees and current political and third sector developments in the region; Maintaining contacts with grantees; Organizing meetings for visiting grantees; Attending conferences, meetings and other events; Providing support for considering and awarding grants to nongovernmental organizations working on democracy-building programs in Europe and Eurasia.

Requirements: Qualification: Qualifications: Applicants should have the following qualifications: Bachelor's degree in relevant field; Knowledge of the political and social issues in the region; Strong written and oral communications skills in English, as well as a Balkan language and/or Russian; Administrative support experience; Attention to detail and the ability to multi-task; Proficiency in Microsoft Office; Authorization to work in the US (non-US citizens must possess work authorization that does not require employer sponsorship for a visa).

How to Apply: To Apply: Eurasia Program Assistant Search Email (preferred; specify position title in the subject line): jobs@ned.org Mail: National Endowment for Democracy 1025 F Street, NW, Suite 800 Washington, DC 20004 Fax: 202-378-9407

Title: Intergovernmental Relations Director

Organization: California - San Jose\

Location: San Jose CA USA

Sector: Government

Issues: State & Local Government

US Citizens Only? No or Not Specified

Salary Range: \$91,020 - \$149 + Benefits

Deadline: 1/26/2007

Description: The City of San José is seeking a proven leader to serve as its Intergovernmental Relations Director (Assistant to the City Manager). San José, the "Capital of Silicon Valley" and county seat of Santa Clara County, is the third largest city in California, tenth largest in the nation and home to a population of 945,000 residents. The City's business profile is diverse and healthy with the presence of robust commercial, retail, industrial, professional and service businesses. The Intergovernmental Relations (IGR) Director is charged with providing leadership, direction and guidance on the City's legislative program. Reporting to a Deputy City Manager, the IGR Director manages the City's legislative representative in Sacramento and provides leadership and direction to key City staff involved with the legislative process. The IGR Director will follow in a tradition of good Council-Manager working relations, strong management skills, and innovative legislative solutions to the City's challenges, sound administrative practices, and a track record of accomplishment. The ideal candidate will display strong leadership skills and the ability to represent the City's interests in a compelling and successful manner as well as the ability to maintain good working relationships with elected officials, local, state and federal government agencies and organizations, as well as possess a strong knowledge and proven leadership in the arena of intergovernmental relations.

Requirements: A Bachelor's degree in business administration, public administration or a relevant field and seven years of increasingly responsible experience in the legislative field; a Master's degree is preferred.

How to Apply: For complete job information, please visit <http://jobs.cityofsj.org> application materials are due no later than 5p.m. January 26, 2007. EOE

Title: Program Evaluation Specialist, Senior

Organization: Minnesota

Division: Office of the Legislative Auditor

Location: St. Paul MN USA

Sector: Government

Issues: State & Local Government

US Citizens Only? No or Not Specified

Salary Range: \$44,000 – 65,000

Deadline: 1/16/2007

Description: The Office of the Legislative Auditor (OLA) is a nonpartisan professional office in Minnesota state government. Similar to the Government Accountability Office (GAO) at the federal level, OLA audits and evaluates state agencies and programs, identifies strengths and weaknesses, and recommends improvements to legislators and executive officials. The issues addressed in OLA evaluations are often complex and controversial. An ability to conduct nonpartisan, accurate, objective research is essential. A person in this position would work with a small team of evaluators under the

supervision of a project manager, and must have the ability to independently complete research assignments consistent with high professional standards and within a limited time budget.

Requirements: A person in this position must be able to develop evaluation criteria and methods; collect, organize, review, and analyze data; design and administer surveys; conduct interviews; and prepare written findings, conclusions, and recommendations. A qualified candidate must have completed a graduate degree with advanced training in research methods, including sampling techniques, validity and reliability assessment, survey and questionnaire design, and statistical analysis. Knowledge of spreadsheet, database, and statistical software (including Excel, Access, and SPSS) is necessary. This position requires strong analytical skills, including the ability to critically analyze demographic, economic, and financial data and critically review professional research literature. It also requires strong communication skills, including the ability to write concisely and clearly.

How to Apply: To apply, send your resume by January 16, 2007, to: Office of the Legislative Auditor, Centennial Building, 658 Cedar Street, St. Paul, MN 55155. For more information about OLA, go to www.leg.auditor.state.mn.us. For more information about the application process, contact Shelly Watterud at 651-296-1730.

Title: Public Policy Specialist

Organization: Lance Armstrong Foundation

Location: Austin TX USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: SUMMARY: The Lance Armstrong Foundation (LAF) is dedicated to inspiring and empowering people affected by cancer. The LAF sponsors national advocacy initiatives to help the voice of the cancer community be heard in Washington. By educating lawmakers and the public, LAF helps raise awareness about the health policy issues facing cancer survivors and their loved ones. The LAF is seeking a results-oriented professional to conduct cancer policy research, provide substantive analysis and develop public policy recommendations. The LAF seeks a qualified professional with excellent interpersonal and organizational skills and a background in public policy, public health, research and/or legislative activity. This person must possess the ability to manage multiple projects in a timely manner, to communicate effectively in writing and in person, to work independently as well as to accept specific direction, and to efficiently organize projects, materials and office systems. POSITION RESPONSIBILITIES: - Help strategize and set LAF's cancer policy platform in consultation with internal and external experts; conceptualize ideas to foster engagement around cancer issues - Research and write reports, policy briefs, and other materials on relevant cancer issues, translating technical information and data into straightforward formats for diverse audiences - Monitor policy developments and evaluate their potential impact upon cancer survivorship - Monitor and analyze state and federal cancer legislation; develop LAF's policy positions on key legislation - Develop internal and external messaging for LAF's policy positions - Serve as an LAF representative for cancer advocacy coalitions. Examples would include the Cancer Leadership Council, C-Change, and the National Cancer Advisory Board. - Additional duties and responsibilities may be assigned TRAVEL: This position may include up to 40% travel.

Requirements: ROLE QUALIFICATIONS: Applicants must be able to contribute to the achievement of group objectives and work effectively with others in a group setting. - Must have a background in cancer-related health policy, including federal cancer budget, access to care, quality of life, Medicare/Medicaid, insurance, cancer control and research issues - Must have an affinity for the LAF mission and the ability to respect the needs of those we serve with and work with on a day to day basis. - Must possess an ability to analyze and explain legislation and regulations for wide audiences - Must understand national, state, and local legislative processes - Must possess strong public speaking, interpersonal and relationship building skills - Must communicate effectively in writing and in person - Must be able to manage multiple projects in a timely manner - Must be an organized self starter - Must be able to do independent research, while also being able to work as a team member EDUCATION AND/OR EXPERIENCE: Bachelors degree required, graduate degree preferred Five years related work experience, preferably in the areas of public policy, advocacy, government relations and/or public health Strong interpersonal, analytical, technical, writing, and verbal skills Demonstrated organizational and time management skills Ability to work well with limited supervision; independent problem-solving skills to handle multiple tasks and to prioritize appropriately

How to Apply: To Apply: Please send cover letter and resume to: Daniela del Castillo Recruiter Lance Armstrong Foundation P.O. Box 161150 Austin, TX 78716 Fax: (512) 236-8482 E-mail: resumes@laf.org

Title: Neighborhood Development Specialist

Organization: Habitat for Humanity

Location: Atlanta GA USA

Sector: Non-Profit

Issues: Non-Profit/NGO

US Citizens Only? No or Not Specified

Description: Habitat for Humanity International is looking for a Specialist — Neighborhood Development. The position manages the demonstration projects for Thrivent Builds Neighborhoods (TBN) Program, the first US-based holistic community development program in which HFHI has participated. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** - Develop annual schedule for TBN site selection, investment decisions, and contract development and monitoring. Communicate to coalitions the program design and incorporate program improvements and new procedures as necessary. - Review and evaluate Neighborhood Action Plans (NAPs) and investment requests including budgets and proposed outcomes. Provide written document and investment recommendation to the Executive Steering Committee. - Develop contracts with coalitions using an outcomes-based approach. Reviews quarterly reports and approve all invoices for payment from coalitions. Provide for training of coalition members staff in outcome-based target plans. - Provides technical assistance to coalitions to support their capacity building needs, including providing referrals for technology resources, program improvement strategies, and human resources planning. - Builds relationships with and in-depth knowledge of community development programs and best practices, including conducting pro-active efforts to inform them about funding opportunities and changes; meeting with them to learn about their projects, neighborhoods, and challenges; and responding to coalition requests for information about funding and policy changes. - Updates ASO Leadership team and Executive Steering Committee on progress, challenges and concerns (would include preparing materials and data necessary for investment decisions). - Manages special community development consultants to provide cross site technical assistance, consistency and quality control. - Manages TBN's involvement with national and local intermediaries for training, evaluation and provision of working capital. - Perform administrative tasks associated with primary responsibilities including monitoring budgets, maintaining fund balances and program files. - Lead evaluation of methodologies and assumptions in demonstrations projects in order to make recommendations on the scope and content of the national roll-out program.

Requirements: Required Skills: - Seven to ten years experience working in the field of affordable housing, holistic community development, or a related field. Experience working with organizations serving urban communities, in a nonprofit agency or in program management is preferred. - Bachelor's degree in business administration, public administration, planning, or a related field. Knowledge of: - Federal and state regulations pertaining to community development and housing funds. - Principles and practices of urban planning. - Principles and practices of financial analysis. - Principles and practices of housing finance strategies and the housing development and construction process. - Organizational development practices and resources for nonprofit entities. - Issues and funding available in the fields of affordable housing and community development specific to urban communities. - Outcome-based frameworks - Fundamentals of community-based organizing efforts. - Demonstrated knowledge of evaluation techniques and methodology. - Demonstrated ability to utilize evaluation information to manage program course corrections. Ability to: - Understand and interpret business plans, financial statements, and related documents to identify and analyze organizational challenges, trends, and potential for achieving stated goals. - Identify organizational capacity issues and technical resources that can be used to address them. - Prepare clear, detailed written analyses and reports for a variety of audiences. Manage third party consultants including reviewing scopes of work, establishing contract conditions and evaluating performance. - Establish and maintain effective relationships with internal and external constituencies. - Facilitate group meetings and workshops. - Work on multiple projects simultaneously. TBN Program Team Leader will be part of a virtual team, preference of office location at the HFHI administrative headquarters in Atlanta, GA.

How to Apply: To Apply: Visit www.habitat.org/hr to apply.

CHIEF EXECUTIVE OFFICER (CEO)

BIG BROTHERS BIG SISTERS of GREATER PITTSBURGH

PITTSBURGH, PA

Background

Intuitively we know that children who have caring adults in their lives simply do better. Big Brothers Big Sisters of Greater Pittsburgh (BBBS), however, has rigorously studied the issue. Empirically, the evidence shows dramatic decreases in alcohol use, illegal drug use, and truancy in children mentored by a BBBS volunteer. Given the competitive

nature of fundraising for charitable organizations, this is a very persuasive message for the new CEO of the Pittsburgh office of BBBS to appeal to all stakeholders. I am honored to share with you the opportunity to lead a branch of a global 100+ year old charitable organization, with incredible brand equity and a successful mentoring model; one for which it has been lauded.

As the CEO of Big Brothers Big Sisters of Pittsburgh, you will lead the effort to help 650+ children across Allegheny, Washington and Green Counties. This represents a rare opportunity to so personally affect change for so many. That said, the individual who takes on this challenge must understand that in order to change the lives of children they must have the ability to inspire and manage staff, produce a strong return on investment in fundraising efforts, and work well with a large and engaged board.

The successful candidate will relish his or her role as chief spokesperson for the agency and work with the board to continue to develop and implement strategies for the success of the organization. It is crucial that the individual understand that although the day-to-day administration of the organization is a primary responsibility, so too is working with the board to continue to develop its long-term strategy. The Pittsburgh BBBS is on solid footing, as it has grown its endowment to \$800,000, has an annual operating budget of \$1.2M, supports 1 hq location (with operations in Allegheny, Washington and Green Counties) and 20 f/te staff. Furthermore, last year BBBS implemented the Raising More Money fundraising model and exponentially expanded its unrestricted philanthropic support through multi-year commitments from new donors.

Big Brothers Big Sisters helps children reach their potential through professionally supported one-to-one relationships. Our goal is to help the Pittsburgh operation of Big Brothers Big Sisters find their potential through a professional leader with a passion for children and community.

Additional information on BBBS can be found by visiting <http://www.bbbspittsburgh.org/>

Position Description, Duties and Responsibilities

The CEO reports to the board, is the Chief Administrator of BBBS, and is responsible to the board for overseeing all day to day operations, providing substantial input and direction regarding the affairs of the agency, and the implementation of board policies, strategies and goals. Daily operations include visionary leadership and management, fundraising, public/community relations, operations oversight, financial management, program development, strategic direction and advocacy. The CEO also oversees and coordinates all work and resources of BBBS to ensure that strategic goals are accomplished.

Specific responsibilities include the following:

- ❖ Daily Operations - Responsible for the overall agency's consistent achievement of its mission and financial objectives. Manages the operations, facilities, services and resources of the agency in a manner that insures the delivery of high-quality programs to all participants in compliance with the requirements of Big Brothers Big Sisters of America as supplemented by the agency's Board of Directors.
 - Makes certain that the agency's philosophy and mission statements are pertinent and practiced throughout the organization.
 - Assures that the agency has a long-term strategy, as endorsed by the Board of Directors, achieves its mission and that funds are allocated properly to reflect present needs and future potential.
 - Formulates and administers all major policies.
- ❖ Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery, measurement, legal requirements and quality of programs, products and services.
 - Serves as the primary representative to other BBBS agencies and the BBBSA national organization.
- ❖ Fundraising -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation.
 - Works with the appropriate Board members and staff to develop and implement major fundraising programs and strategies.
- ❖ Human Resource Management -- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.

- Lead and motivate staff to execute strategies and function as a team, through effective delegation and performance management.
- Sees that an effective management team is present, with provisions for succession.
- Ensures the development and implementation of personnel training and development plans and programs that will provide the human resources and skills necessary for the agency to achieve its mission, programs and strategies.
- Maintains a climate that attracts, keeps and motivates top-quality personnel, both professional and volunteer.
- ❖ Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
 - Maintain a strong, visible professional profile among the nonprofit community, key partners and stakeholders. Establish positive, collaborative partnerships with all community agencies and persons vital to the work of BBBS.
 - Serves as the chief spokesperson for the agency, and thereby sees that the agency is properly represented to its various publics.
 - Oversees the agency's public relations efforts and networks with other organizations and individuals within the community. Participates in workshops, conferences and forums that promote the growth and visibility of the agency.
- ❖ Board Administration and Support -- Sees that the Board President and the Board are kept fully informed on the condition of the agency and all critical issues influencing it.
 - Assists in recruiting and cultivating Board members, and responsible for orientation of new Board members.
 - Develops an annual calendar to cover all critical issues and activities in a timely manner.
 - Assists in helping each Board member find his/her niche of involvement within the organization.
 - Works with the Board President to make sure the committee structure functions effectively.
 - With the Board President, develops agendas for meetings so that the Board can fulfill all of its responsibilities effectively.
- ❖ Financial, Tax and Risk Management -- Recommends yearly budget for board approval and prudently manages the organization's resources within those budget guidelines according to current laws and regulations.
 - Works with the appropriate Board members and staff to develop and implement an annual budget. Directs expenditures in conformance with the approved budget.
- ❖ Performs other duties and tasks as directed by the Board of Directors.

Requirements

The successful candidate will be a skilled administrator capable of sustaining and advancing an organization with a diverse board and a strong and capable staff. S/he will possess a high level of financial literacy, strong business acumen, and well developed management abilities. In addition this position requires the following:

- ❖ A minimum of five years of progressively responsible executive-level leadership experience in a comparable organization is preferred.
- ❖ An undergraduate degree is required and an advanced degree is highly preferred.
- ❖ The successful candidate will also be able to demonstrate the following competencies:
 - High energy level, able to take initiative and have excellent follow through.
 - Comfortable and effective interacting one-on-one, working with small groups, delivering formal presentations to large groups, and able to communicate effectively verbally and in writing to a wide range of constituencies.
 - A track record of success managing multiple projects or engagements at once, and operating under a deadline

- Must have a strong coalition and team-building style. Will be recognized for establishing and maintaining relationships based upon mutual respect and inspiring confidence and trust in everyone with whom s/he interacts. Will possess the ability to motivate, encourage and empower team members and will be an effective delegator. The candidate will recognize staff for their accomplishments and provide open communication concerning performance, as well as constructive ideas for improvement. S/he will be available, approachable and open to ideas.

To Apply

Interested and qualified candidates may apply by confidentially submitting cover letter, resume and compensation needs to: Ticketmaster, ATTN: BBBS, 333 East Carson Street, Suite 523, Pittsburgh, PA 15219 or email: BBBSPGHceosearch@hotmail.com.

All materials must be received no later than Tuesday, January 2, 2007.

Big Brothers Big Sisters of Greater Pittsburgh is an Equal Opportunity Employer.

President

The Raymond John Wean Foundation, Warren, OH

RARE OPPORTUNITY FOR AN AGENT OF CHANGE WITH PASSION FOR COMMUNITY BUILDING AND CHARTING NEW TERRITORY.

The Raymond John Wean Foundation is entering a new and exciting phase in its evolution. This translates into a Foundation that strives to be more proactive and responsive to emerging community needs.

The Foundation is seeking a President with a true passion for community building, collaboration, capacity building and being a catalyst for real change.

The ideal candidate doesn't possess all of the answers, but works closely with the entire community to develop and support strategies to build community capacity and bolster leadership development initiatives.

This opportunity represents a rare chance to utilize strategic philanthropic investments to initiate substantial change in Northeast Ohio, an area that is ripe for community-wide involvement and change

Organizational and Community Overview

In 1949, industrialist Raymond John Wean established The Raymond John Wean Foundation (Foundation) in Warren, Ohio. Since then, this mid-sized family foundation has made over \$85 million in grants to a broad variety of nonprofit organizations in and around northeast Ohio. Today the Foundation has assets in excess of \$80 million and annually grants approximately \$4 million. The Foundation's creed is *Improving the quality of life in Ohio's Mahoning Valley*.

In 2006, the Foundation Board initiated a strategic review which geographically narrowed its competitive grantmaking focus to enhancing community well-being and vitality, particularly for residents living in economically disadvantaged communities and neighborhoods in Warren and Youngstown, located in Ohio's Mahoning and Trumbull Counties. The Foundation will undertake a philanthropic initiative focused on building community capacity on three important levels – the resident level, the organizational level, and networks of relationships that exist among residents and organizations. Taken together, they comprise the layers of community capacity that when oriented to a collective agenda can help create

comprehensive and enduring systematic change to respond to persistent community challenges in Mahoning and Trumbull Counties.

Furthermore, the Foundation also believes that there are many unmet basic needs within Early Childhood Development. Therefore, the Board has for several years elected to target grants (approximately \$1M annually) to those programs which seek to make systemic improvements. The Foundation supports nonprofit organizations and public agencies committed to advancing programs, policies and practices that better the lives of young children and strengthen their families. In taking this view of Early Childhood Development, within its geographic limitations, the Foundation funds selected programs designed to:

- ❖ Improve the quality of child care available to parents of pre-school children
- ❖ Assure that young children and their families have access to quality health care and a healthy home environment
- ❖ Assist and educate parents in their efforts to strengthen their families
- ❖ Provide programs which promote the Foundation's stated goals in an innovative way

The President will be responsible for working collaboratively with the Board to develop strategies, goals and policies; and working with the staff to implement those strategies and recommend the allocation of resources committed to accomplishing these long-term community building and early childhood agendas. The Foundation currently has a staff of 2 f/t employees.

For more information on The Raymond John Wean Foundation, please visit www.rjweanfoundation.org.

While the counties of Mahoning and Trumbull encompass the Foundation's grantmaking area, most grants are focused in the metropolitan centers of Warren and Youngstown. Nearly 600,000 people live, work and play in the Youngstown-Warren Metro Area. Both Warren and Youngstown enjoy a small town feel, while being close enough to the major metropolitan centers of Cleveland, Pittsburgh, Akron, Erie and Canton that they are easily accessible by no more than a 75 mile drive. More than 40 museums, historic sites, art galleries, ballet/opera companies, live theater and performing arts centers are located in Youngstown-Warren, Ohio. A host of outstanding indoor and outdoor venues provide enthusiasts with locations to participate in baseball, football, hockey, ice skating, rock climbing, skateboarding, soccer, softball, swimming, tennis and many more activities.

Position Description, Duties and Responsibilities

The President is the senior administrative and grantmaking staff for the Foundation and serves as the primary liaison with the community, grantseekers, and the Board. The President is accountable for all day-to-day operations of the Foundation. Primary responsibilities include:

- ❖ Operations: Managing day-to-day operations including staff, budget and workload. Ensuring adherence to professional standards. Ensuring quality management, monitoring, and evaluation of grantmaking activities. Conducting site visits relative to grant requests, grant evaluation, and information gathering. Other duties as assigned.
- ❖ Board Relations: Working with the Board to develop and implement grantmaking priorities and strategies, operating policies and practices, updates related to the Foundation's goals, budget and financial resources, operations, and grantmaking outcomes.
- ❖ External Relations: Managing multiple constituencies including, but not limited to, the media, community leaders, nonprofit organizations, and government officials. Developing a shared sense of vision for greater community capacity amongst organizations, civic leadership, the Foundation Board and staff.
- ❖ Strategy and Development: Developing and implementing strategies to achieve the new community building direction for the Foundation. Being open to learning of new approaches and models to accomplish the desired ends.

- ❖ Outcomes Measurement: Developing and implementing an evaluative measurement system to determine how well the Foundation and grantees are accomplishing their goals, and increasing grantmaking effectiveness.

Requirements

The successful candidate is a dynamic and personable leader who has previously worked in or with community based nonprofits around a community building agenda, leveraged financial and non-financial organizational assets, and developed effective collaborations to achieve a greater goal. Additionally, applicants should possess the following:

Demonstrated Experience

- ❖ At least ten years of senior management experience in a management support organization, foundation, consulting firm or not-for-profit organization
- ❖ Track record of successful program development and project management, particularly in response to addressing a community need
- ❖ Demonstrated ability to work cooperatively with diverse constituents including residents, community groups and members of the community. Strong interpersonal skills, including the ability to elicit and respect authentic ideas, and build relationships with diverse populations.
- ❖ A track record of taking measured risks to achieve results in addressing a complicated community problem
- ❖ Involvement and demonstrated interested in building organizational capacity with sensitivity for the related developmental stages of an organization
- ❖ Experience managing a small office, supervising a staff, and working with a Board of Directors
- ❖ Knowledge of grantmaking best practices and grants administration

Communication Skills

- ❖ Excellent communication skills, including verbal, written, and public speaking
- ❖ An experienced facilitator with a knack for listening, hearing, and respecting the ideas of community members
- ❖ Consensus building skills, including the ability to motivate, negotiate, and persuade stakeholders (both reluctant and willing) to a course of action

Competencies, Interests and Work Style

- ❖ Ability to discover opportunities and create partnerships, prioritize and manage multiple tasks, and analyze and solve complex problems
- ❖ Keen understanding of the issues facing similar communities – the challenges and the opportunities
- ❖ A commitment to lifelong learning, and the agility to quickly take the pulse of a community
- ❖ High degree of energy, curiosity, creativity, patience, and sense of humor
- ❖ Comfortable working in a small, quiet office environment
- ❖ Bachelor's degree required, advanced degree preferred

To be considered for this position, please send cover letter, resume and salary requirements in confidence to:

Dewey & Kaye
Attn: The Wean Foundation search
20 Stanwix Street, 9th Floor
Pittsburgh, PA 15222
wean@deweykaye.com
FAX to 412.281.5925

Candidates must submit materials no later than January 5, 2007. *If you do not receive an email confirmation of your submission within 3 business days, please call Lauren Baker at 412-434-1335.* Please direct all inquiries related to this position to Dewey & Kaye.

The Raymond John Wean Foundation is an Equal Opportunity Employer.

PROGRAM OFFICER

Roy A. Hunt Foundation, Pittsburgh, PA

A unique opportunity for someone seeking to advance a programmatic focus around the environment, community building, or human services to support the philanthropic intent of a medium-sized family foundation. This position favors applicants who have successfully managed diverse points of view, and seeks to quietly make a difference in the community through strategic grantmaking. A competitive compensation package, health club membership and free downtown parking makes this position even more attractive for the right candidate.

Organizational Overview

The Roy A. Hunt Foundation is a family foundation based in Pittsburgh, Pennsylvania. Its mission is to improve the quality of life through grants to local and national nonprofit organizations in a variety of fields. The Foundation made over \$3.4 million in grants during the 2005-2006 fiscal year. The Program Officer is responsible for developing and implementing special funding initiatives to achieve the strategic objectives of the Foundation.

Additional information on the Roy A. Hunt Foundation can be found by visiting www.rahuntfdn.org.

Position Description, Duties and Responsibilities

The Program Officer reports directly to the Executive Director. This position is responsible for researching, establishing and implementing special funding initiatives -- reviewing proposals, recommending grants, and evaluating program outcomes, and working with the fourth generation of the Hunt family to accomplish their philanthropic intent.

Specific responsibilities include the following:

- ❖ Provide support to board committees formed for special focus grant initiatives: investigate grant requests, work constructively with grant seekers to develop applications, conduct site visits and prepare site visit reports, prepare and deliver written and oral proposal summaries and grant recommendations, prepare meeting agendas for grant committees, and prepare and disseminate meeting minutes.
- ❖ Develop and implement appropriate evaluation tools and metrics to monitor the effectiveness of individual grants and overall program focus areas; prepare written and oral reports for special focus grant committees.
- ❖ Manage MS Access database and Excel spreadsheets for budget, allocations and grant tracking.
- ❖ Provide support to the fourth generation of trustees and their grantmaking program.
- ❖ Meet with grantees and represent the Foundation at professional meetings of the broader philanthropic community.
- ❖ Network with other foundations to identify and implement collaboration opportunities.
- ❖ Maintain appropriate board committee and grantee files.
- ❖ Conduct ongoing research to stay abreast of developments and best practices in specific program areas and prepare white papers or briefings for the board on current and emerging philanthropic issues. Recommend grantmaking opportunities, policies and procedures to the Board.
- ❖ Perform related duties as required.

Requirements

The successful candidate will be a skilled administrator and tactical negotiator capable of working with family members as a servant leader to identify and support needs in the community. S/he will possess a high level of financial literacy, experience with program evaluation and monitoring, diplomacy, and prior employment success working within a family-run business or family foundation. In addition, this position requires:

- ❖ Understanding of family foundations within the philanthropic community.

- ❖ Demonstrated precision and clarity of written and verbal communication.
- ❖ Demonstrated ability to analyze, interpret and assess nonprofit programmatic, management, and financial information including budgets and financial statements.
- ❖ In depth content knowledge of at least one area of focus of the foundation's grantmaking priorities.
- ❖ Ability to interact comfortably and constructively with individuals from a diverse range of backgrounds and viewpoints, and to be flexible, open, and responsive to the ideas of others.
- ❖ Advanced computer skills, including demonstrated database and spreadsheet experience.
- ❖ Demonstrated ability to work independently in a small office atmosphere.
- ❖ Ability to perform effectively under pressure and in an organized manner when managing multiple assignments.
- ❖ Demonstrated analytical, reasoning and problem-solving skills.
- ❖ Experience with the grantmaking process.
- ❖ An undergraduate degree is required and an advanced degree is desirable.
- ❖ Occasional domestic travel, but also long periods of reading, reviewing submitted materials, drafting correspondence and reports.

To be considered for this position, please send cover letter, resume and salary requirements in confidence to:

Dewey & Kaye
 Attn: Roy A. Hunt Foundation Search
 20 Stanwix Street, 9th Floor
 Pittsburgh, PA 15222
hunt@deweykaye.com
 FAX to 412.281.5925

Candidates must submit materials no later than January 2nd, 2007. *If you do not receive an email confirming your submission within 3 business days, please call 412-434-1335 and ask for Lauren Baker.* All other inquiries about this position should be directed to Dewey & Kaye.

The Roy A. Hunt Foundation is an Equal Opportunity Employer.

CHIEF EXECUTIVE OFFICER (CEO), DICKINSON MENTAL HEALTH CENTER
 Ridgway, Elk County, PA

This position is ideal for someone seeking to be an integral part of a scenic, family friendly rural community, while using their entrepreneurial, leadership and business acumen skills to run a \$8 million community mental health organization with 220 employees. Primary responsibilities are driving the strategic vision, overseeing business affairs, building community and government relations, fundraising, and leading and growing a dedicated team of staff, board and volunteers.

Organizational and Community Overview

Dickinson Mental Health Center (DMHC) is dedicated to advancing and providing quality behavioral health care services in the most accessible and effective manner possible. DMHC is a complex mid-sized organization (\$8M+ budget, 220 employees) with 27 site locations in 4 counties. The headquarters is located in Ridgway, PA

Ridgway and environs offer a rare blend of features and amenities that create a distinctive and desirable quality of life. Excellent public school system, recreational facilities and a youth-friendly environment are especially attractive to families with children. The area's social fabric embodies a sense of community where people watch out for one another in a way that ensures a safe and friendly lifestyle.

Position Description, Duties and Responsibilities

The CEO reports to the Board of Governors, is the Chief Executive of DMHC, and is responsible to the Board for all business affairs and the implementation of Board policies. This individual oversees and coordinates all work and resources of the Center to ensure that meaningful, high-quality multi-disciplinary treatment, prevention and support programs are delivered.

Specifically the CEO will be responsible for the following:

- ❖ Understand the operating environment of a rural community mental health center and navigate a rapidly changing funding environment which enables the organization to advance its mission with success and consistency.
- ❖ Lead and motivate staff to execute strategies and function as a team, through effective delegation and performance management.
- ❖ Capitalize on opportunities to expand services and capacity while maintaining therapeutic integrity and quality of existing services.
- ❖ Cultivate relationships with legislators and lobbyists at the local and state levels.
- ❖ Establish positive, collaborative partnerships with all community agencies and persons vital to the intake, treatment and after care phases of the programs.
- ❖ Maintain the financial health of the organization
 - Understand and maintain all current revenue sources and maintain them.
 - Develop and administer a fiscally conservative, healthy budget
 - Seek innovative funding sources.
- ❖ Build relationships with the staff and Board of Governors.
- ❖ Represent the Center at public forums; create and deliver statements and presentations on behalf of the organization. Build rapport with the media.

Requirements

The successful candidate will be a skilled administrator capable of sustaining and advancing an organization with a diverse Board and a strong and capable staff. He or she will possess a high level of financial literacy, good business acumen, and strong management abilities. In addition this position requires:

- ❖ A minimum of five years of progressively responsible executive-level leadership experience in a comparable organization is preferred.
- ❖ Ideally, this individual will have worked with individuals and families at risk. The right person will have a track record of significant and meaningful community involvement. Demonstrated success in a rural environment is an asset.
- ❖ The candidate must have a Masters' degree from an accredited school in behavioral science, social work, education or human services. Significant relevant experience may be considered in lieu of education.
- ❖ The successful candidate will also be able to demonstrate the following competencies:
 - High energy level, be able to take initiative and have excellent follow through.
 - Comfortable and effective interacting one-on-one, working with small groups, delivering formal presentations to large groups, and able to communicate effectively verbally and in writing to a wide range of constituencies.
 - Must have a strong coalition and team-building style. Will be recognized for establishing and maintaining relationships based upon mutual respect and inspiring confidence and trust in everyone with whom he or she interacts. Will possess the ability to motivate, encourage and empower team members and will be an effective delegator. The candidate will recognize staff for their accomplishments and provide open

communication concerning performance, as well as constructive ideas for improvement. He or she will be available, approachable and open to ideas.

To be considered for this position, please send cover letter, resume and salary requirements in confidence to:

Dewey & Kaye
Attn: DMHC Search
20 Stanwix Street, 9th Floor
Pittsburgh, PA 15222
dmhc@deweykaye.com
FAX to 412.281.5925

Candidates must submit materials no later than January 5th, 2007. *If you do not receive an email confirming your submission within 3 business days, please call 412-434-1335 and ask for Lauren Baker.* All other inquiries about this position should be directed to Dewey & Kaye.

DMHC is an Equal Opportunity Employer.

CITY OF NEWARK, NEW JERSEY
Director of City Planning

Job Description

Background:

The City of Newark is the largest city in the State of New Jersey with over 280,000 residents, and the third oldest municipality in the United States. An important urban center due to its location and over time, it became an important seaport with a flourishing shipping business and a prime industrial center for plastics manufacturing and the insurance industry. It remains a major transportation hub for rail and shipping and now is home to one of the busiest airports in the world.

Years of population decline and low economic growth have plagued the City of Newark but it is now turning the corner. Its population has shown growth in the last few years and it is also home to a world-class performing arts center, the insurance industry remains a strong force and there are a number of colleges and universities that make Newark their home.

In 2006, the residents of Newark elected a new mayor, Cory Booker, whose vision is for Newark to be a leading American city. In order to make that vision come true, his administration is focusing on four major areas: public safety, economic empowerment, nurturing families and children, and government reform. As part of his plan for government reform, the Mayor is seeking a number of high-level managers to help lead and direct the City of Newark in realizing his vision.

The Position:

As an essential part to the overall economic development of the City of Newark, the Mayor is creating a new planning division. The new Director will be instrumental in helping the city hire and develop a professional planning staff and an ongoing framework for neighborhood participation in the planning and development process. As an integral part of the new vision for Newark, the City will engage in a much-needed re-examination and an updating of its existing Master Plan. This process will be enhanced by the various existing neighborhood planning documents that have been developed over the years by community groups and will include additional public input. In addition, the City will engage in the first overhaul of Newark's antiquated zoning ordinances in half a century. As such, the City is seeking a professional to serve as Planning Director. He or she should be a dynamic and creative leader with a passion for urban transformation.

Candidates should have strong management skills and must have the ability to organize a new department, prepare

surveys and implement policies and procedures for ensuring that the division meets its public mandate.

The Planning Director will report directly to the Deputy Mayor for Economic Development while working closely with City leadership, the City Council and representatives of the community to ensure that the planning goals for the City of Newark are met or exceeded.

Requirements:

Candidates must have a strong commitment to the goals of economic development for the City of Newark. Candidates must also have at least 6 years of professional experience in municipal, county, regional or state planning. A record of leadership and success in strategic planning and problem solving is essential. A Bachelor's degree is required and an advanced degree in a related field is preferred.

To Apply:

The City of Newark, New Jersey has retained the services of Harris Rand Lusk to assist in conducting this search. Inquiries, nominations, and applications may be directed in confidence to:

Anne McCarthy, Associate
Harris Rand Lusk
551 Fifth Ave. Suite 3300
New York, NY 10176
amccarthy@harrisrand.com

The City of Newark is an equal opportunity employer. City of Newark residency is required.

Position Description: Program Associate, Education and Outreach

The Partnership for Public Service (www.ourpublicservice.org) is a nonpartisan, nonprofit organization dedicated to revitalizing the federal government through a campaign of educational efforts, policy research, public-private partnerships and legislative advocacy. By improving public understanding and confidence in government, particularly among young people, the Partnership's mission fills a critical and unique role by helping to recruit and retain excellence in the federal workforce.

The Partnership's anchor Education and Outreach effort is the Call to Serve initiative, which seeks to educate young people about careers in federal public service. The Call to Serve national network includes more than 580 colleges and universities, and 60 federal agencies. In the 2006-2007 school year the team is engaged in a pilot project working intensively with six member campuses and a group of advisory agencies to develop cost-effective and sustainable

ways to reach students with information about federal opportunities.

Program Associate Responsibilities Include:

- Researching and developing outreach materials for college students on federal opportunities;
- Serving as a liaison and providing general assistance and support to the Call to Serve college and university contacts (career services directors and other administrators);
- Maintaining a database of network contacts, including tracking of communications;
- Assisting in planning of events for the college and university audience;
- Maintaining relationships with Call to Serve Partners (federal agencies and nonprofit organizations);
- Preparing and delivering presentations at conferences and career fairs;
- Drafting articles for the monthly Call to Serve e-newsletter, creating/updating materials for the Call to Serve Web site, and assisting with maintenance of our student site, www.makingthedifference.org;
- Working with the education and outreach team to develop innovative ways to disseminate Call to Serve materials through new networks and offering fresh ideas for ways to broaden and deepen the Call to Serve program;
- Providing logistics and other support to Partnership staff in developing and conducting meetings and conferences, and other outreach activities on behalf of the Partnership.

Qualifications

- Strong commitment to public service issues;
- Excellent research, writing and analytical skills;
- Strong oral presentation skills;
- Facility with Microsoft Excel and PowerPoint;
- Ability to work well in a fast-paced, ever-changing environment and to work on multiple assignments simultaneously;
- Strong interpersonal and team work skills;
- Leadership experience in student organizations or community activities;
- BA required; previous professional work experience highly desired.

To Apply

Interested applicants should send a cover letter and resume to mail@ourpublicservice.org, or fax them to (202) 775-8885, attention Call to Serve Team.

Sr Financial Analyst – Municipal Asset Portfolio

Fannie Mae is a shareholder-owned company with a public mission: to tear down barriers, lower costs, and increase the opportunities for homeownership and affordable rental housing for all Americans. Over our 65-plus year history, Fannie Mae has worked with housing partners to provide low-cost financing for more than 60 million American families to own or rent a home. For more information about Fannie Mae and our career opportunities, please visit www.fanniemae.com

POSITION RESPONSIBILITIES

The Senior Financial Analyst works closely with cross functional team in pre-purchase credit reviews of municipal housing bonds. S/he will review and monitor short term and long term, taxable and tax-exempt, loans and bond issues for municipalities, limited partnerships, housing finance authorities and 501c3 entities. S/he will also use fund accounting to analyze municipality, housing authority and 501c3 financial statements in addition to reviewing cash flows on housing projects and structured deals.

S/he will be responsible for the post-purchase process and on-going surveillance and monitoring of the bonds, including reviewing financial and project data, identifying and categorizing risk levels based on industry standards. Over time, s/he will be expected to complete surveillance on an increasingly larger sized portfolio of bond issues that may require travel and in-person meetings with issuers.

S/he will provide the Capital Markets Transaction team

with research and analytics that supports buy and sell decisions for the bonds in the municipal portfolio.

The Senior Financial Analyst will provide portfolio reports by credit, concentration and capacity policy limits to Senior Management.

Additionally, the Senior Financial Analyst will lead various CRMG projects to establish and implement the credit and surveillance infrastructure and discipline.

QUALIFICATIONS

PROFESSIONAL QUALIFICATIONS

Bachelor's Degree in Business, Public Administration or related field required

Master's Degree preferred.

The ideal candidate will have 4-7 years of relevant credit analytics, cash flow analysis, transaction structuring and deal surveillance for municipal bonds and/or housing transactions.

Experience with risk analysis on municipal bonds with various security provisions and loan covenants using industry standard

financial ratios and economic factors associated with public credit ratings.

Experience in housing industry, credit and financial analysis, public finance and/or public sector, housing authorities and HUD programs

Proficiency with Excel, MSWord, and PowerPoint.

Excellent credit and financial analysis, organizational, interpersonal, multi-tasking and communication (both written and verbal) skills

Ability to work independently and manage projects supporting the efforts of the risk management team.

COMPENSATION

Fannie Mae's compensation and benefits package is very competitive.

It is designed to help employees meet varying needs throughout their careers and to reward employee's skills, experience, and potential.

Fannie Mae is an equal employment opportunity employer and considers qualified applicants for employment without regard to race, gender, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor.

As a condition of employment with Fannie Mae, any successful job applicant will be required to pass a pre-employment drug screen and to successfully complete a background investigation, which may also include a credit check if the position is sensitive in nature.
