



## PROGRAMME AND DEVELOPMENT MANAGER

### About Us

Gingko is a charitable foundation that informs and educates the public by working with scholars to increase understanding of the Middle East and North Africa. Gingko achieves these aims through its core activities: a burgeoning Fellowship Programme, public events, publications, and academic programmes.

The full-time position of Programme and Development Manager for this ambitious and important cross-cultural foundation has become available.

### The Role

The successful candidate will be responsible for generating greater awareness of Gingko; for managing and helping develop the Fellowship Programme; for setting up marketing initiatives around Gingko's public events and academic programmes; for dealing with press and publicity matters on behalf of Gingko; for raising funds through grant applications to finance Gingko activities.

The successful candidate will need to demonstrate an awareness of the issues of interest to Gingko and have the ability to build relationships with institutions and individuals active in the MENA region, as well as relationships with Gingko's supporters, contributors and advisors in the UK and abroad. Experience of working in the region, or a keen interest in and knowledge of its history and culture, is important. A working knowledge of Arabic in particular, or Persian or Turkish, will be an advantage.

Duties will include:

Engage (the public):

- Raise awareness of Gingko's activities with relevant constituencies
- Curate Gingko's online presence, including website and social media
- Co-ordinate and manage Gingko's academic and public events
- Represent Gingko at conferences, cultural events and symposia

Collaborate:

- Initiate, build and maintain relationships with individuals and institutions in the UK and abroad who share and support Gingko's vision
- Search for grants and sponsorship opportunities to help finance Gingko's programmes

Transform (lives):

- Organise an annual Fellowship Retreat
- Manage and develop the expanding network of Gingko Fellows
- Administer the Gingko Collaboration Prize

- Participate in the development of the Fellowship Programme, Gingko's core project of the next six years

Required knowledge, skills and attributes:

- Educated to degree or post-graduate degree level
- Relevant experience, preferably in the charity or non-profit sector
- Excellent communication skills
- A professional and confident manner
- Mature judgment and a forward-looking attitude
- High standard of written and spoken English
- At ease prioritising a varied workload and able to work in a fast-paced environment on a wide variety of concurrent projects
- Comfortable working to deadlines, with a pro-active, flexible and unflappable approach

Based full-time in London, working hours are 9am–6pm, Monday to Friday. The nature of the role means that deadlines must be met, and the post-holder will therefore need to be flexible regarding working hours.

The successful candidate also needs to be willing and able to travel internationally, including to the MENA region as and when the role requires.

Salary £25 – 32k (depending on experience).

To apply please send a covering letter and CV to:

Dr Barbara Schwepcke, Chief Executive  
barbara@gingkolibrary.com

Deadline for applications is: we will process applications immediately upon receipt

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