

## MERIP Executive Director

The Middle East Research and Information Project (MERIP) seeks a two-thirds to full-time Executive Director who will bring skills and energy to manage daily operations, develop the organization's financial capacity and provide strategic vision to meet the challenges of working within the new digital media environment. Building on MERIP's nearly 50-year history as the leading independent, progressive source for critically informed analyses of the Middle East, the new Executive Director will partner with the Editor and the Board of Directors to build upon MERIP's existing strengths while also developing and implementing innovative means to enable MERIP to build a new capacity to continue its mission.

**Organizational Description:** MERIP is a 501(c)3 educational non-profit organization founded in 1971 to provide in-depth critical reporting on the Middle East and North Africa. MERIP publishes the quarterly magazine *Middle East Report* in addition to online-only analyses. MERIP also engages in media outreach and public education. More details can be found at <http://merip.org/about>.

**Position Description:** The Executive Director (ED) holds primary administrative responsibility for MERIP. The ED reports directly to the Board of Directors and is responsible for overseeing the fulfillment of MERIP's mission and the strategic development of the organization.

### Responsibilities:

- Oversee daily operations of the organization—fiscal and administrative.
- Hire and manage accounting, administrative, and editorial staff as needed and fiscally possible. Develop an internship program. Facilitate a collaborative work environment.
- Identify and elicit new readerships and institutional subscribers and manage customer relations and support.
- Oversee MERIP's website and social media presence, in conjunction with the Editor.
- Work with the Board to set an annual budget and manage operations within its guidelines.
- Work with the Board and the Editor to develop fundraising goals, apply for foundational grants and cultivate long-term donors.
- Work with the Board to collaborate with partner organizations.
- Work with the Editor to promote MERIP's work to a larger public and work to maintain MERIP's voice in ongoing debates around Middle East politics and policy.
- Provide long-term vision and direction for MERIP, in partnership with the Board of Directors.

### Qualifications:

- Experience in non-profit management and administration, and budgeting.
- Experience and strong interest in fundraising/development.

- Experience/aptitude working with customer databases and management systems.
- Basic experience/aptitude in website management and for development purposes.
- Familiarity with and commitment to MERIP and its goals.
- Commitment to social and cultural diversity.
- Willingness to work independently while partnering with others at a distance.

**Compensation:** Remuneration commensurate with experience and term of employment. Full health and retirement benefits.

**Please send cover letter, resume/CV, and names and contacts of three references by email to [jjones@merip.org](mailto:jjones@merip.org). Please direct any questions to Paul Silverstein at [silversp@reed.edu](mailto:silversp@reed.edu). Review of applications will begin on May 15 for an anticipated start date of July 1.**