Executive Director position at the Society for the Advancement of Socio-Economics

Application deadline: 15 March 2020

The Society for the Advancement of Socio-Economics (SASE) is a nonprofit association of scholars working within and across the disciplines of economics, sociology, law, comparative political economy, management and organization theory, anthropology, and business and economic history. The association, which is over 30 years old and has over 1,000 members, attracts scholars from around the world. Our journal, Socio-Economic Review, is among the top-rated journals in multiple fields. The mission of SASE is to advance the understanding of economy and society across a broad range of academic disciplines.

SASE is looking to appoint an Executive Director (m/f/d).

The Executive Director is responsible for carrying out the policies defined by SASE’s Executive Council, for day-to-day management of the association and for the organization of SASE’s annual and regional conferences. Duties are described in the SASE bylaws (https://sase.org/by-laws/) and are carried out by the Executive Director with support of additional SASE staff. Main duties include:

- Working closely with SASE elected officers and committees
- Administering SASE annual and regional meetings
- Responsibility over financial matters, including:
  - collecting membership, conference and other dues
  - maintaining membership, financial and other records
  - monitoring and managing the budget in a responsible manner
- Developing membership enhancement strategies
- Maintaining SASE’s historical records
- Serving as secretary to the Executive Council
- Maintaining and developing SASE as an intellectual community
- Fundraising
- Hiring and supervising SASE staff

Eligibility: We seek an enthusiastic, proactive and intellectually-engaged person with excellent communication and organizational skills, with the following qualifications:
Experience in administration, preferably in a scientific or educational environment

University degree, preferably post-graduate degree in a discipline related to SASE

An excellent knowledge of English and good knowledge of German, both written and spoken

Managerial competence and motivation

Social and communication skills for interaction with large membership

**SASE offers the successful candidate:**

- a **50% position (19.5 hrs./week)**. Salary will be in accordance with the regulations of the German public sector wage agreement, paygroup TvöD 13. The exact salary depends on personal qualification and experience level. Social security contributions will be covered in line with German law.
- Flexible hours
- A varied, diverse job
- An office space located at the Max Planck Institute for the Study of Societies / Max-Planck-Institut für Gesellschaftsforschung (www.mpifg.de), centrally located in Cologne.

The successful candidate is expected to reside in the Cologne area.

**Starting date:** 1 August 2020

**Length of contract:** 2 years, renewable upon approval of the SASE Executive Council.

Please send your application documents in English as a single PDF-file to: SASEinCologne@SASE.com

The closing date for applications is 15 March 2020.

In your application, please include:

- Cover letter, which includes a summary of your experience
- Curriculum vitae (including relevance administrative and academic experience)
- Certificates of former employment
- Contact information of two (2) possible referees

For questions please contact: SASEinCologne@SASE.com.

To learn more about SASE please check our website: https://sase.org/

SASE is an equal opportunity employer. Minorities and women are encouraged to apply.