



# CATALYST

Collaborative Global Development Report

## MANAGING EDITOR FELLOWSHIP POSITION ANNOUNCEMENT

The Posner Center for International Development's mission is *to convene, connect, and catalyze the international development community to collaborate for greater impact*. We have launched a new effort, the creation of *Catalyst*, our report on collaborative global development, which helps us to learn from, document, and share best practices in collaborative international development to drive broader change and impact in the sector. *Catalyst* consolidates the key findings of our annual Symposium as well as other invited contributions to advance the evidence base for global development best practices with a unique focus on collaboration. The report provides a key forum for the Posner Center Community to communicate its work and influence the field of global development.

We are seeking a creative and self-directed Managing Editor Fellow to help us develop our second edition of *Catalyst* and to help lay the foundation for building this report into a peer-reviewed journal. The Fellow will work in close coordination with the Posner Center's Executive Director.

### Responsibilities

- Help further define the goals and objectives of *Catalyst*
- Develop and coordinate a project timeline for creating and publishing *Catalyst*
- Evaluate Symposium proceedings for potential *Catalyst* content
- Assist with formatting and drafting sections of *Catalyst*
- Support *Catalyst* review processes, including the Editorial Review Board
- Strategize *Catalyst* sharing and dissemination process
- Identify avenues for *Catalyst* feedback
- Research the process and requirements for developing a peer-reviewed journal
- Identify prospective partners for subsequent year collaborations to produce, review, and disseminate *Catalyst*

### Desired Skills, Experience, and Attributes

- Experience coordinating activities and managing projects in a professional environment
- Academic and professional experience in a related field, such as international development, journalism, communications, political science, or research.
- Excellent English-language writing skills
- Experience producing publications, including editing and desktop publishing a plus
- Interest in deepening the evidence-base as a means for transforming development
- Interest in understanding collaborative process
- Self-starter, works effectively with high-level direction
- Willingness to try new things, to learn, and to create something new

## Commitment

- Average 10-12 hours/week, includes time at the Posner Center and some remote work
- March through September 2020
- Must be available evening of February 27, 2019 and all day February 28, 2020 to attend the Posner Symposium

## Fellowship Benefits

- Opportunity to engage and learn with the Posner Center Community of nearly 200 organizations
- Credit and recognition in publication of *Catalyst* report
- Modest stipend will be available

## To Apply

- Please send a resume and a cover letter to [burke@posnercenter.org](mailto:burke@posnercenter.org) with the subject line 'Catalyst Managing Editor Fellowship.'
- We will review applications on a rolling basis and plan to start interviews in early February.