**Job Description**

**Date: September 2025**

**Title: Fellows Engagement Manager  
Reports to: Director of Educational Exchange & Special Projects**

The American-Scandinavian Foundation (ASF) seeks a creative and proactive Fellows Engagement Manager to assume community-building and strategic communications efforts within ASF’s Fellowships & Grants Department. Reporting directly to the Director of Educational Exchange & Special Projects, the incumbent will foster a dynamic and supportive community among existing ASF Fellows and Grantees through meaningful engagement initiatives, including networking opportunities and programming at Scandinavia House. Additionally, the incumbent will manage external communication, promotion, and outreach to prospective grantees.

**Duties and Responsibilities include, but are not limited to, the following:**

* Create and foster a vibrant and supportive community among Fellows and grantees across all of ASF’s cohorts and granting programs.
* Collaborate with Scandinavia House Program and Communications staff to create and manage public programs, both in-person and virtual, involving ASF Fellows.
* Maintain and nurture strong working relationships both internally and externally.
* Create a communication plan for ASF Fellowships & Grants, including an annual schedule for developing press releases, announcements, social media posts, and other outreach efforts across various platforms, such as web, print, email, and social media.
* Maintain a social media presence by promoting announcements, awards, publications, and grantees’ achievements on ASF’s Facebook page The Longboat, Instagram, and LinkedIn.
* Manage website links, winner lists, photos, and additional information as needed using WordPress and other website management software.
* Update mailing lists, tags, and accounts on Mailchimp and Marketing Cloud Account Engagement.
* Document communication procedures, outreach strategies, and engagement timelines.
* Adhere to copyright and image use protocols.
* Create and revise templates, copies, and final proofs for online or print publication (e.g., newsletters and flyers).
* Update Marketing Cloud Account Engagement training materials and standard operating procedures.

**Qualifications**

* M.A. in the humanities and 1-2 years of foundation experience preferred.
* Proficiency with social media platforms (Instagram, Facebook, LinkedIn).
* Proficiency in communication software such as Mailchimp and Marketing Cloud Account Engagement, WordPress, and CRMs (e.g. Salesforce).
* Excellent interpersonal, communication, and organizational skills.
* Familiarity with US higher education and outreach to university departments preferred
* Ability to handle multiple assignments, prioritize work accordingly, and maintain accuracy.
* Willingness to pitch in when needed, even if tasks are outside of job description.
* Familiarity with Nordic cultures and languages is a plus.

**Salary, Benefits & Other Details**

Salary will be commensurate with experience and qualifications with attractive benefits.

ASF employees are expected to work in the office in New York City from Tuesday to Friday, with the option to work remotely on Monday. However, on occasion, they will be required to work in the office on Mondays or on weekends.

**How to Apply**

ASF is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.

If you would like to apply for this position, please submit your application with the following:

* A cover letter
* CV
* Details of contactable references

Please send these materials to hr@amscan.org