

Position of the Executive Director of the American Research Institute in Turkey

Position: The American Research Institute in Turkey welcomes applications for the position of US Director. The ARIT US Director is the chief executive director of the institute overseeing its operations in collaboration with the center directors in Türkiye, and the elected President and Board members.

ARIT facilitates research on the history and cultures of Türkiye and the wider region by maintaining local research libraries and staff, supporting doctoral and post-doctoral research and Turkish language fellowships, and developing lectures, conferences, and seminars open to scholars and the public. For more information, please see <https://aritweb.org>

ARIT seeks candidates who possess an advanced degree with expertise in studies related to Türkiye. Turkish language is desirable. The position is full-time, with flexible blend of in-office and remote scheduling. Salary and benefits are based on individual experience and qualifications.

The search committee requests that applicants submit a letter of application, a full CV, and contacts for references. Applications will be considered until the position is filled.

Application deadline: October 12, 2026

Review deadline: November 5, 2026

Position start date: TBD

Submit to: Nancy Leinwand, leinwand@sas.upenn.edu

ARIT is a 501(c)3 nonprofit organization.

Essential Duties:

- Support ARIT institutional membership and governance

- Lead grant writing effort

- Coordinate fundraising

- Build and adhere to the annual budget

- Manage and account for federal and private grants and donations

- Administer the US research fellowship and Turkish language programs

- Maintain fellow records and data on fellowship outcomes

- Administer US employment and benefits

- Manage 501(c)3 non-profit finances, endowment, reporting, and compliance

- Manage institute records, databases, and archives

Skills and experience:

Ability to work independently but also collaborate with other staff and leadership

Flexibility to work on a wide range of duties

Strong organizational and problem-solving skills

Effective written and verbal communication

Knowledge of federal grant related compliance specifically 2CFR200 and general accounting principles; business experience helpful

Experience working with foreign currencies and international exchange

Software and web apps:

Office: Microsoft Office, Adobe Creative Suite, Endnote, Quickbooks, Quicken

Web: WordPress, Dreamweaver, Facebook, Instagram, LinkedIn, YouTube, MailChimp, FTP, Google Analytics and Google Drive, GoDaddy, Box.com

Experience with online systems (databases, online business and grants administration software, listservs, and other relevant software)