

19.12.2025 - ahk-all

Project Manager Membership & Events - AHK USA-New York (GACC)

- ⌚ Full-time/Part-time: Fulltime
- Limited: No
- 📍 Location: New York City

Apply at:
ifuchs@gaccny.com

The German American Chamber of Commerce, Inc. in New York City (GACC) is looking for a highly motivated full-time, bilingual (German/English) Project Manager to support our Membership, Events & Communications team in New York City.

The GACC was established more than 75 years ago in New York City as an impartial promoter of commerce and trade between Germany and the US. Covering the Northeastern U.S. region, we serve more than 900 member companies, providing valuable connections, events, and insights to strengthen transatlantic business relations. The GACC works together with the German American Chambers of Commerce in Atlanta, Chicago, San Francisco, and Washington D.C. under the umbrella AHK USA - with more than 2,500 member companies and an extensive national and international business network. The organization has distinguished itself as an innovative and relevant service provider as well as a reliable partner in German-American business inquiries. Comprised of a highly qualified team of professionals, the GACC supports companies by facilitating the following: market entry & business development, legal services, intern visas, recruitment and startup guidance, delegation trips and events. As a member of our team, you will be supporting a vital link in the transatlantic economy. Position Overview We are seeking an experienced and relationship-driven Project Manager, Membership & Events to strengthen and expand our member network across the Northeastern region. The ideal candidate will lead member acquisition, retention, and engagement initiatives, while also supporting the planning and execution of business conferences, networking events, and gala dinners. This position is based on-site in New York City and may include occasional travel within the Northeastern states to visit members, attend events, and represent GACC New York at regional engagements.

About the position

We are seeking an experienced and relationship-driven Project Manager, Membership & Events to strengthen and expand our member network across the Northeastern region. The ideal candidate will lead member acquisition, retention, and engagement initiatives, while also supporting the planning and execution of business conferences, networking events, and gala dinners.

This position is based on-site in New York City and may include occasional travel within the Northeastern states to visit members, attend events, and represent GACC New York at regional engagements.

Key Responsibilities may include but are not limited to:

Membership Development & Engagement

- Drive member acquisition and manage the onboarding process for new companies.
- Strengthen member retention through proactive relationship management and regular outreach.
- Serve as the primary point of contact for members, ensuring high satisfaction and ongoing engagement.
- Develop and implement strategies to enhance member value, visibility, and participation within the network.
- Maintain accurate CRM data and prepare regular reports on membership metrics, insights, and trends.

Event Management & Support

- Collaborate with the Events & Communications team to plan and execute business conferences, networking receptions, and gala dinners.
- Manage event logistics, outreach, and attendee engagement to ensure high-quality execution and an exceptional member experience.
- Represent GACC at internal and external events, fostering relationships with members, sponsors, and partners.

Start date: as soon as possible

Required qualifications

- Bachelor's degree in Business, Marketing, Communications, International Relations, or a related field.
- At least 3 years of relevant professional experience in membership management, business development, client relations, or event management.
- Excellent verbal and written communication skills in both German and English.
- Proven track record of growing and retaining a member or client base.
- Strong relationship-building, communication, and organizational skills.
- Demonstrated experience managing events from concept to execution.
- Collaborative mindset and ability to work independently and collaboratively as part of a team in a dynamic, international environment.
- Proficiency in Microsoft Office and CRM systems.
- Willingness to work occasional evenings for events and travel within the Northeastern region.

What we offer

- Be part of a leading transatlantic organization that strengthens economic relations between Germany and the United States.
- Work at the center of a dynamic business network, engaging directly with executives and leaders of German and U.S. companies.
- Contribute to the growth and impact of a membership community that drives transatlantic business collaboration.
- Help shape programs, events, and initiatives that foster innovation, trade, and investment across the Atlantic.
- Enjoy a competitive salary and benefits in a dynamic, mission-driven, and internationally oriented environment.
- **Compensation:** Based on experience
- **Benefits:** Health, Dental, Vision, Short Term & Long-Term Disability, Life Insurance, 401K, 19 days paid vacation

Please e-mail resume and cover letter for this full-time position to ifuchs@gaccny.com with 'Your name/Project Manager NY' in the subject.

We look forward to receiving your application.