



Position Description

Director, Budget and Analysis

The University of Pennsylvania Carey Law School is one of the nation's oldest and most distinguished law schools. The school offers a distinctive cross-disciplinary legal education, drawing on the depth and breadth of the University of Pennsylvania. The resulting intellectual opportunities and professional relationships bridge traditional boundaries and disciplines, making the Law School an extraordinarily supportive academic community for its scholars and students alike.

Reporting to the Associate Dean for Business Affairs and CFO and collaborating with the Director of Fiscal Operations, the Director of Budget and Analysis ("Director") ensures the constant accuracy and updating of the Law School's budget; performs report-writing and analysis in support of the Law School's strategic goals; supports revenue-generating programs throughout the School; and provides day-to-day service to Business Affairs colleagues, faculty, staff, and students. Responsibilities include:

Budget and Budget Reporting and Analysis

- Prepare and manage the Law School's annual integrated budget (currently \$75,000,000) and the Law School's five-year forecasted budget. Perform all recording and reporting functions around budget management.
- With the CFO, create and implement a system of annual budget submission for all departments, faculty centers and institutes, and other operating units.
- Innovatively use technology, analytics, and research to develop financial models and projections that inform the strategic planning for the educational program, faculty hiring, centers and institutes, staff support, and facilities. Develop and regularly run high-level and/or detailed reports on budget performance for the CFO and for other colleagues on request.
- Collaborate with the Director of Fiscal Operations to ensure proper budget coding and transactional management systems.
- Prepare responses for external and internal accrediting agencies and other parties.
- Respond to budget information requests from the University.
- Use technology, analytics, and research to develop models for tuition and fees, financial aid approaches, and other budget-critical inputs.

Revenue Management

- ***Endowments*** Manage reporting systems for all fiscal aspects of University of Pennsylvania Carey Law School endowment and gift funds. Working closely with colleagues in Development and Alumni Relations and with the Director of Fiscal Operations, develop systems to ensure the maximum spend of these funds on purpose-related activities. Analyze these systems for annual opportunities to improve expensing to these funds; develop reports for the CFO and other colleagues on a regular basis.
- ***Grants*** Manage and maintain a growing grants and gifts portfolio which includes industry, federal, and foundation sponsors. Develop and implement transparent and replicable policies and procedures for all financial aspects of budget development, overhead attribution, proposal submission, and post-award compliance. Review complex contract information; invoice sponsors for payments based on milestones and activity. Develop, analyze, and submit financial reports to Principal Investigators. Collaborate with staff in other departments (Centers & Institutes; Development & Alumni Relations; Faculty Support; University departments, including Office of Research Support Services and Penn Electronic Research Administration) to ensure excellent service to faculty, grantors, and donors. Respond to inquiries from University administration concerning specific grant and contract information.
- ***Forecasting*** Innovatively use technology, analytics, and research to develop financial models and projections that inform the strategic planning for various revenue generating programs, including Legal Education Programs and the ML program, as well as for Centers and Institutes and other innovative

programming entities.

Service

- With Business Affairs colleagues, provide a suite of services to faculty, adjunct faculty, staff, students, alumni, and visitors.
- Ensure a welcoming environment and approach to all requiring the services of the Business Affairs team.
- Provide tasks to Business Affairs coordinators, aligning work flow with that of the department as a whole. Provide input into management decisions for the department.

Representational

- Represent the University of Pennsylvania Carey Law School to relevant University colleagues and communicate the Law School's position on research issues to decision-makers.

Other Duties as Assigned

and in all, Work Cooperatively in a Team Environment

Approach work in a cooperative and service-oriented manner. Share equipment and responsibilities in a sensitive and supportive manner. Understand and support the overall mission of the Law School and commit to the Penn Law Staff Ideals

Qualifications: B.A./B.S. required; graduate degree in financial field valued. Five to seven years of progressively increasing responsibility in academic business or financial administration. Portfolio of interesting and related forecasting and budgeting experience required. Established track record as collaborator in the workplace, within the immediate department and within a larger institution. Experience representing a sophisticated organization in a variety of public and internal forums.

To apply: https://wd1.myworkdaysite.com/recruiting/upenn/careers-at-penn/job/Law-School/Director-of-Budget---Analysis--Business-Affairs--Penn-Law_JR00029476

The University of Pennsylvania and its Law school value diversity and seek talented students, faculty, and staff from diverse backgrounds. Please [find our Non-Discrimination Policy here.](#)