**JOB DESCRIPTION**

*Executive Director of the Center for Ethics and the Rule of Law (CERL)*

Penn Law 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 Penn Law an extraordinarily supportive academic community for its scholars and students alike.

The Center for Ethics and Rule of Law is a non-partisan interdisciplinary institute dedicated to the preservation and promotion of the rule of law in twenty-first century warfare and national security. The only Center of its kind housed within a law school, CERL draws from the study of law, philosophy, and ethics to answer the difficult questions that arise in times of war and contemporary transnational conflicts. The Center unites scholars and policymakers from various fields in a multi-disciplinary conversation on some of the most challenging issues of our time.

CERL seeks to recruit an experienced Executive Director for the Center with a background that is both academic and practice-oriented. The Executive Director will oversee and direct all of CERL’s operations while collaborating with CERL’s Faculty Director to design and implement a long-term growth strategy to advance CERL’s mission. Reporting to CERL’s Faculty Director, the Executive Director of CERL will be responsible for CERL’s two annual roundtable conferences and additional one-day public events, as well as engage in communications, marketing, and fundraising of CERL’s programs and activities. The Executive Director will direct CERL’s Summer Internship Program, as well as direct students and collaborate with other staff who work with CERL throughout the calendar year.

The Executive Director’s responsibilities include:

**Programming and Scholarship**

- Collaborating with the Faculty Director, develop and conceptualize conference topics, research agenda, and intellectual content of CERL’s programs and publications.

- Conduct and oversee scholarly activity in preparation for CERL’s programs and events, draft corresponding memoranda, as well as funding proposals, topic summaries, and conference invitations.

- Develop and oversee the implementation of CERL’s programs and events, including conferences, symposia, workshops, and student events. Collaborate with Penn Law’s Faculty Support Staff, managing all event details. Interact with the Board of Directors and prepare substantive materials for Board Meetings.

- Manage CERL’s Summer Internship and academic year Fellowship programs. Spearhead the identification, selection, and training of Summer Interns and Fellows. Participate in the design of CERL’s seminar offerings and academic curricula.
Oversee the publication of CERL’s edited volumes, including communication with authors, editing manuscripts, and interfacing with publishers and guest editors.

External Relations

Lead CERL’s growth and influence with an ambitious reputational campaign. Compose and publish original content to further CERL’s visibility and raise awareness to its mission and activities, including developing and implementing content for the CERL website, blogging, engaging in social media outreach, and drafting and designing CERL’s Annual and periodic reports. Develop and implement a strategy for publicizing CERL research, events, and fellowships.

Author briefing papers for dissemination to a wide variety of practitioners for impactful communication of CERL’s advice and proposed intervention on a variety of public issues relating to the rule of law.

Represent Penn Law in contacting and arranging the participation of high-level academics, business people, military personnel, and lawyers from around the country and the globe.

Facilitate the process of building bridges to faculty in other parts of the University, policymakers, and legal and industry professionals with interests related to CERL.

Working with the Law School’s Communications Department, ensure responses to faculty media inquiries and inquiries from academics, lawyers, executives, donors, and others.

Fundraising

Implement fundraising strategies for CERL in collaboration with the Faculty Director and Penn Law’s Office of Development and Alumni Relations (LDAR).

Support the efforts of CERL’s Director and LDAR to identify and move forward solicitations of individual and corporate donors.

Draft grant proposals and program description for dissemination to potential funders. Provide analytical support for funding applications to Foundations and Federal Agencies, working in collaboration with Penn Law’s Director of Corporate and Foundation Grants.

Represent CERL and its programs and research to funders and prospective funders. Identify and implement new ways to enhance CERL’s relationships with existing funding sources.

Administrative

Oversee all daily operations of CERL, including calendaring and event planning, website management, and publications scheduling.

In collaboration with Business Affairs, manage all aspects of CERL’s annual budget.

Hire and manage interns/work study students to assist on a part-time basis.
REQUIREMENTS:

- J.D. or related Ph.D. degree (e.g. philosophy, political science, public policy or international affairs) strongly preferred. Background in national security or military service strongly preferred.
- Demonstrated ability to engage in writing for an academic audience; scholarly track record strongly preferred.
- At least three years’ experience designing and implementing public events and programs, as well as an ability to demonstrate leadership and cooperation in a team based environment.
- Excellent organization and communication skills, both written and oral, as well as ability to coordinate multiple projects simultaneously in a timely manner.
- 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.
- Fundraising experience valued.
- Penn Law works in a Microsoft Office environment.

Learn more about CERL (http://www.law.upenn.edu/academics/institutes/cerl) and about Penn Law (https://www.law.upenn.edu/).

TO APPLY:

Submit the online application found at https://jobs.hr.upenn.edu/postings/23930.

CV should contain names and contact information for at least two references. Candidates will be asked to supply a writing sample along with two letters of recommendation and educational transcripts if invited to interview for the position.

*The University of Pennsylvania and its Law School are equal opportunity employers.*