Job Description
Director of Engagement for the Center of Ethics and the Rule of Law (CERL)

Penn Law is one of the nation’s oldest and most distinguished law schools. We offer 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 extraordinary 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’s Director of Engagement will create, oversee and implement CERL’s external relations and fundraising strategy. Reporting to CERL’s Faculty Director and in collaboration with the Center’s Executive Director, the Director of Engagement will create a development plan to ensure CERL’s long term growth, and then direct and coordinate its implementation. The Director of Engagement will also direct CERL’s communications and marketing efforts to bring public attention to CERL’s work. Finally, the Director of Engagement will support CERL’s Faculty and Executive Directors in a variety of tasks relating to CERL’s programming and day-to-day operations.

This is a full-time position with a two-year commitment; continuation is dependent upon funding.

The Director of Engagement’s responsibilities include:

**Development and Fundraising**

- Develop and Implement a fundraising strategy for CERL in collaboration with the Faculty Director, the Executive Director, and Penn Law’s Office of Development and Alumni Relations (LDAR).

- Work with Penn Law’s DAR staff on identifying appropriate fundraising targets (individual, corporate and foundation, government sponsored). Identify and solicit support from appropriate co-sponsors for individual events and projects.

- Identify opportunities and draft grant proposals and other proposal materials for potential corporate, foundation, and governmental funders. Ensure timely gathering of all proposal needs. Submit documents with collaboration and support of Penn Law’s Director of Corporate and Foundation Grants and the Office of Business Affairs.

- 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.
External Relations

■ Participate in the development and ensure implementation of an ambitious reputational campaign for CERL. Manage content to the CERL website, blogs, social media. Draft and oversee design and publication of CERL’s Annual and periodic reports.

■ 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.

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

Programming and Administration

■ Support the implementation of all CERL programs and events, including conferences, symposia, workshops, and student events.

■ Support CERL’s Summer Internship and academic year Fellowship programs.

■ Interact with the Board of Directors and prepare materials for Board Meetings.

■ Manage administrative steps in the publication of CERL’s edited volumes, including communication with authors and interfacing with publishers and guest editors.

Requirements:

• B.A. required, advanced degree preferred. Background in CERL’s areas of interest preferred.
• At least three years’ experience designing and implementing communications and fundraising strategies.
• Experience in fundraising required, with an emphasis on corporate/foundation solicitation and/or government grant proposal development, award, and implementation preferred.
• Excellent communication skills, both written and oral
• Excellent organizational 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, including design and implementation of communications plans and strategies.
• Ability to work with Penn Law’s 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: http://jobs.hr.upenn.edu/postings/34741

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