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’s Executive Director collaborates 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 also architects and implements a strategic series of events, conferences, publications, and policy papers designed to enhance CERL’s role as a creator, convener, and conveyor of cutting-edge topics within its areas of expertise. The CERL Executive Director oversees day-to-day operations for the Center, managing and coordinating a team including an Administrative Director, fellows, and students working in partnership with Penn Law staff. Additionally, the Executive Director directs CERL’s Summer Internship Program. In addition, she or he will work with the Administrative Director to help fundraising efforts on behalf of the Center, as well as to design and help implement communications strategies to grow CERL’s visibility and influence.

The Executive Director’s responsibilities include:

Programming and Intellectual Stewardship

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

- Develop content and oversee implementation of CERL’s programs and events, including conferences, symposia, workshops, and student events.
  - In collaboration with the Faculty Director, develop speaker and guest lists; draft corresponding invitations and related documents, including funding proposals, topic summaries, and conference materials.

- Write or commission policy briefing papers on topics relevant to CERL’s mission, in consultation with CERL’s Faculty Director.

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

Interact with the Board of Directors and prepare substantive materials for Board Meetings, in conjunction with the Administrative Director.

Assist the Faculty Director with the publication of CERL’s book series with the publisher, and help to identify and coordinate the production of volumes with the volume authors. Edit manuscripts and ensure timely publication of volumes, as well as strategic distribution and marketing of these volumes.

Fundraising

Assist in developing high level fundraising strategies for CERL in collaboration with the Faculty Director, the CERL Administrative Director, and Penn Law’s Office of Development and Alumni Relations (LDAR).

Support all CERL efforts to identify and move forward solicitations of individual and corporate donors.

Develop substantive content for grant proposals and other materials for 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.

External Relations

Lead CERL’s growth and influence, in conjunction with the Administrative Director, 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 content for the CERL website, blogging, and overseeing the Administrative Director’s social media outreach. Develop a strategy for publicizing CERL research, events, and fellowships.

Represent CERL and Penn Law in furthering CERL’s prominent network of high-level academics, business people, military personnel, lawyers and others from around the country and the globe and engage them in CERL’s events and written product.

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, arranged faculty response and Executive Director response, as appropriate, to media inquiries and inquiries from academics, lawyers, executives, donors, and others.

Managerial

Ensure effective and efficient administration of CERL’s activities by supporting the Administrative Director, fellows, and student assistants.
  o Hire and manage all fellows, student assistants, and other CERL employees.
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.

REQUIREMENTS:

- J.D. or related Ph.D. degree (e.g. philosophy, political science, public policy or international affairs) required. 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 a demonstrated 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: http://jobs.hr.upenn.edu/postings/35092

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.](https://www.law.upenn.edu/).*