

JOB DESCRIPTION

Title:	Director of Programs
FLSA Classification:	Exempt
Reports to:	Executive Director
Location:	2223 Massachusetts Avenue, NW, Washington, DC 20008

Summary: The Director of Programs is responsible for the oversight of the Society's Programs Department, including major conferences, educational programming, substantive Interest Group activities, international organization engagement, and international law career training.

Responsibilities:

- Supervise Department of Programs staff, including the Program Officer, International Law Fellows, Programs Interns, and any relevant grant funded staff;
- Coordinate educational programming with ASIL leadership, committees, members, and external partners to ensure compliance with the Society's policies;
- Oversee the planning and execution of the Society's Annual Meeting and Midyear Meetings, with relevant staff and member volunteers, including hotel negotiations, 3rd party vendor coordination, contract review, substantive program development, member engagement, publicity and promotion, and budget management;
- Oversee and conduct the Society's international law mentoring and career development programs, including by providing career trainings and resources for law students and career development staff at ASIL Academic Partner schools, both virtual and in-person;
- Oversee the Society's Interest Groups, including governance, administrative, programmatic, and financial activities;
- Coordinate the Society's international organization engagement program, including overseeing the selection of members to participate at official meetings of the UN, UNCITRAL, WTO, OSCE, OECD, and other bodies with whom the Society has official observer status, and ensuring its official status remains current;
- Support the Society's Publications & Research Department with programs designed to elevate the content of the Society's publications and research programs;
- Represent the Society and engage in public speaking on behalf of the Society;
- Maintain an active social media presence in support of the Society's programs and in compliance with the Society's social media guidelines;
- Serve as administrator of the Society's CLE programming, including filing annual reports with relevant jurisdictions to retain CLE accredited provider status;
- Serve as primary staff liaison to leadership entities, as assigned, including the Membership, Program, Interest Group, and Strategic Initiatives committees and the Judicial Advisory Board;
- Participate in the senior management team and contribute to the overall management of the organization; and
- Support fundraising initiatives by providing background information, preparing draft budgets and proposals, and conducting substantive research where required.

Minimum Qualifications:

- BA/BS and JD or equivalent graduate degree. Demonstrated experience in the field of international law;
- Minimum of 7 years' relevant experience in program development, management, and implementation, including event design and management;
- Excellent written and oral communication skills;
- Ability to oversee international legal research and ensure production of written content under tight deadlines;
- Excellent multi-tasking skills, including prioritization of competing obligations, responding to multiple audiences with overlapping demands; and the ability to work under pressure;
- Experience leading a team of staff, volunteers, and interns/fellows to achieve professional objectives;
- Experience in programmatic budget compliance, including identifying ways to decrease costs and increase revenue for programmatic activities;
- Excellent interpersonal skills, including membership/client engagement, public speaking, and addressing sensitive legal and professional issues with passionate actors; and
- Excellent organizational skills, including advanced planning capabilities, organizing staff assignments, and ensuring professional obligations are met in a timely fashion.

Preferred Qualifications:

- 10 years relevant experience in international law (public or private), including departmental-level supervisory and budget management experience;
- Large conference design, implementation, and oversight experience, including budget development, financial oversight, and 3rd party vendor management;
- Experience in international law teaching and administration;
- Experience with learned societies and/or membership organizations, databases, procedures, and programs;
- Oversight of CLE and/or judicial education programs;
- Online event design, management, and implementation; and
- Language skills and experience working in international, multicultural environment a plus.

Equal Employment Opportunity:

The American Society of International Law is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or on any other basis prohibited by law. We value a diverse and inclusive workforce and encourage all qualified individuals to apply.

Visa Status:

The American Society of International Law welcomes applications from persons of any nationality. Non-US applicants must be legally authorized to work in the United States on an on-going basis without sponsorship.

Compensation:

The target salary range for this position is \$95,000 to \$115,000, based on experience and qualifications. ASIL offers a generous benefits package and a stimulating, collegial work environment.

Remote Work:

Unless authorized to work remotely, the employee will be required to perform the duties of the position in person, subject to public health conditions. All Society employees are required to be fully vaccinated against COVID-19, unless an accommodation is requested and provided.

How to apply:

Please submit a cover letter, resume, references, and writing sample (no more than 10 pages) as a single PDF document to jobs@asil.org. Please put "Director of Programs" in the subject line. References will be checked only with your written consent. Applications will be reviewed on a rolling basis.