ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Associate Director (continuation contingent upon additional funding)
DEPARTMENT: Law (Feerick), Lincoln Center

RESPONSIBILITIES:
The Associate Director will work closely with the Executive Director in the areas of development and fundraising; program planning, management, and program evaluation; and grants management. The responsibilities include:

- Serving as the principal staff member working on the Center’s New York Immigrant Children and Families Project. Duties will include:
  1. Organizing service trips for law students and alumni to detention centers. Developing other service opportunities for law students focused on immigrant children and families
  2. Engaging in fact finding and research related to unaccompanied immigrant children and family detention
  3. Writing policy reports
  4. Supporting working groups in connection to the Project
  5. Helping to plan regular convenings and as appropriate an annual conference

- Providing programmatic support to the Center’s programs. Duties will include:
  1. Helping to train and supervise staff and volunteers
  2. Helping write grants and reports for government and foundation funders
  3. Helping to support the Center’s work related to economic justice, including the Center’s work related to domestic violence and consumer debt as well as consumer debt more generally

- Working with Senior Staff and the Executive Director in all aspects of development and fundraising, including:
  1. Assisting with fundraising and development efforts
  2. Drafting grant proposals and managing grants

QUALIFICATIONS:
- Law School graduate
- Significant experience related to immigrant children and families and / or consumer law issues
- Five years of experience with program development and implementation, policy research and analysis, and legal research and analysis
- Excellent oral and written communication skills
- Strong computer skills; background in evaluation and analytic skills preferred
- Demonstrated ability to work both independently and collaboratively in a fast-paced and team environment
- Conversational Spanish required; Spanish fluency preferred

SALARY: Commensurate with experience
STARTING DATE: ASAP
Email Cover Letter and CV to: Dora Galacatos
Executive Director, Feerick Center
Fordham University School of Law
galacatos@law.fordham.edu

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