ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Executive Director

DEPARTMENT: Fordham Law School’s Center on Race, Law, and Justice

THE MISSION STATEMENT OF FORDHAM LAW SCHOOL’S CENTER ON RACE, LAW, AND JUSTICE:
Fordham Law School’s Center on Race, Law, and Justice (the Center) works to generate innovative responses to racial inequality and discrimination. It prioritizes law, data, and social science-informed interventions capable of creating concrete change in communities, institutions, and public policy in a number of areas in the domestic and global contexts. The Center maximizes real-world impact through cross-disciplinary collaborations, comparative analyses, and systemic interventions that push the boundaries of traditional approaches to race and inequality. Founded in early 2016, the Center marks an effort to marshal the tremendous research capacity and expertise at Fordham University on race and urban issues directly relevant to the University’s social justice mission, location in New York City, and status as one of the premiere research institutions in the country.

POSITION SUMMARY:
The Executive Director (ED) will report to the Faculty Director of the Center. The ED will work closely with the Faculty Director to manage the day-to-day operations of the Center, including organizing conferences and events, spearheading new initiatives, managing the budget, drafting requests for funding, and supervising student Center Fellows. Beyond this, the ED will work with the Faculty Director to further develop the strategic vision of the Center and fulfill its mission. The ED will also work collaboratively with the Center’s Associate Directors and with Fordham Law School’s other centers.

RESPONSIBILITIES:
• Serve as an organizational thought-leader in partnership with the Faculty Director to set goals, spearhead initiatives, develop programs and bring them to scale, monitor progress, and evaluate outcomes to ensure that the Center’s objectives are met and are consistent with the needs and mission of the Center.
• Engage in and support the Center’s fundraising and development goals through locating and applying for funding opportunities, and through outreach, networking, enhancing relationships with current and potential donors, including foundations, corporations, and individuals.
• Supervise the execution of the Center’s public programs and events.
• Assist in the development and integration of long-term Center projects such as legislative initiatives, amicus briefs, policy goals, public education, and targeted campaigns.
• Supervise and review the timesheets of Center staff members and student fellows affiliated with the Center.
• Oversee the updating of social media, website, and other technological aspects as needed.
• Build strategic alliances with organizations, other centers, and individuals to advance the Center’s mission and shared priorities.
QUALIFICATIONS:

- J.D. degree from accredited law school.
- Minimum of two (2) years of experience as a practicing attorney or relevant direct management experience.
- Ability to communicate effectively with a variety of contacts, including students and alumni, faculty, legislators, community members, program participants, and potential donors.
- Passion and a commitment to racial justice and equality.
- Exceptional written and oral communications skills, as well as an attention to detail.
- The ability to work effectively in a collaborative context, both internally and externally.
- Ability to lead, build and participate in teams, communicate openly, listen well, and learn from others.
- Excellent judgment and follow through, as well as strong problem solving and task delegation skills.
- Sophistication about public policy, litigation, and intellectual curiosity.
- Outgoing and optimistic personality, outstanding interpersonal skills, tenacity, flexibility, resilience, and high energy.
- Passionate about racial justice and a commitment to advancing equality for people of color.

SALARY: 
Commensurate with experience

FLSA CATEGORY: 
Exempt

START DATE: 
ASAP

SEND COVER LETTER AND RESUME TO: 
racelawjustice@fordham.edu

NOTE:
- The cover letter must outline your qualifications and address how you will use those qualifications to excel as the executive director of the Center. Your submission package should include any experience with advocacy and/or race-based work that aligns with the mission of the Center.
- Submission materials should indicate “Application for Executive Director” as the subject line.

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*