

THE CONSTITUTION PROJECT SEEKS A
DIRECTOR OF MANAGEMENT AND OPERATIONS

The Constitution Project, a small nonprofit public policy organization based in Washington, DC, seeks an experienced Director of Management and Operations. The Constitution Project conducts bipartisan public education on controversial legal and governance issues, including criminal justice issues, liberty and security after 9/11, the constitutional amendment process, and U.S. war powers. The Project acts primarily through bipartisan, blue-ribbon committees of current and former legislators, judges, and other government officials, law enforcement officers, prosecutors and defense lawyers, national security experts, scholars, and other experts. The position presents the opportunity to work on issues in the headlines, in a challenging, fast-paced environment.

The Director of Management and Operations will report directly to the President of the Constitution Project and to its Board of Directors. He or she will be responsible for fund-raising, budgeting, and management. The ideal candidate will have superb organizational and management ability, mature judgment, excellent writing skills, and an ability to meet short deadlines. He or she must have a demonstrated ability to take charge and also work as a member of a team, to anticipate and overcome obstacles to success, and to juggle competing demands. Experience in nonprofit management, including fund-raising, is required. A J.D. is preferred. The salary is commensurate with experience and the position is open until filled.

The Constitution Project is an Equal Opportunity Employer. It does not discriminate on the basis of race, gender, ethnicity, sexual or gender orientation, religion, or physical ability. More information about the Constitution Project is available at www.constitutionproject.org

E-mail applications are strongly preferred. Please submit a resume, references, salary requirements, and writing sample to casteel@constitutionproject.org. Please include the word "Application" in the subject line. Alternatively, you may mail your application materials to Emily Casteel, the Constitution Project, 1025 Vermont Ave., N.W., 3rd Fl., Washington, DC 20005.