

## JOB DESCRIPTION

Title:	Foundation Relations Manager
FLSA Classification:	Exempt
Reports to:	Executive Director
Location:	2223 Massachusetts Avenue, NW, Washington, DC 20008

### American Society of International Law

The American Society of International Law (“ASIL” or “the Society”) is the premier membership organization in the field of international law. Founded in 1906 and chartered by Congress in 1950, ASIL’s mission is to foster the study of international law and to promote the establishment and maintenance of international relations on the basis of law and justice. The Society has more than 4,000 members, some 40% of whom live and work outside the United States. For nearly 120 years, ASIL has published the leading peer reviewed journal in the field, the *American Journal of International Law*, alongside other critical publications. ASIL is a constituent member of the American Council of Learned Societies and maintains consultative status at the United Nations.

### Position Summary

In partnership with the Executive Director and Deputy Director, the Foundation Relations Manager will play a pivotal role in advancing ASIL’s mission by cultivating and managing relationships with foundations and grant-making organizations. This individual will be responsible for identifying funding opportunities, preparing compelling grant proposals, and ensuring effective stewardship of foundation partnerships. The role requires strategic thinking, excellent communication skills, and a passion for international law and justice.

### Responsibilities

- **Proposal Development:** Research and identify potential foundation partners aligned with ASIL’s mission and programs. Develop and submit high-quality grant proposals and applications, including draft budgets.
- **Relationship Management:** Build and maintain strong relationships with foundation representatives, including program officers and trustees. Conduct site visits and presentations to showcase ASIL’s impact.
- **Stewardship:** Ensure timely reporting and acknowledgment of foundation contributions. Develop strategies for donor recognition and engagement.
- **Compliance:** Ensure compliance with foundation and grant guidelines, including reporting requirements, financial accountability, and adherence to donor restrictions and priorities. Coordinate with internal teams to uphold transparency and relevant regulatory standards.
- **Strategic Planning:** Collaborate with the Executive Director and programming teams to align funding strategies with organizational goals, including objectives set forth in the Society’s five-year strategic plan.
- **Data Management:** Maintain accurate records of foundation interactions, proposals, and reporting deadlines using donor management software. Develop and provide management reports as needed.
- **Other Duties:** Perform other duties as assigned.

### Minimum Qualifications

- Bachelor's degree in nonprofit management, communications, international relations, or a related field.
- Minimum of 5 years of experience in foundation relations, grant writing, or nonprofit fundraising.
- Proven track record of securing significant foundation grants.
- Strong understanding of international law and global justice issues.
- Exceptional written and verbal communication skills.
- Ability to work collaboratively in a team-oriented environment.
- Proficiency in donor management software and Microsoft Office Suite.

### Specific Qualifications

- Demonstrated expertise in crafting persuasive grant proposals tailored to foundation priorities.
- Familiarity with foundations focused on international law, human rights, or global justice.
- Experience in managing multi-year grants and reporting requirements.
- Ability to analyze funding trends and align proposals with emerging priorities in the philanthropic sector.
- Knowledge of legal terminology and concepts related to international law.

### Preferred Qualifications

- Experience working directly with foundations focused on international law, human rights, or global justice.
- Experience working or living outside the United States.
- Experience with association, learned society, and/or membership organizations a plus.
- JD, LLM, or equivalent degree a plus.
- Multilingual proficiency a plus.

### Equal Employment Opportunity Statement

The American Society of International Law (ASIL) is committed to creating a diverse, equitable, and inclusive workplace. We are proud to be an Equal Opportunity Employer and welcome applications from individuals of all backgrounds. ASIL does not discriminate on the basis of race, ethnicity, color, religion, sex, gender identity or expression, sexual orientation, national origin, marital status, age, disability, veteran status, or any other legally protected characteristic. We celebrate and value diversity and strive to foster an environment of respect, collaboration, and belonging for all employees. We 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 \$110,000 to \$120,000, based on experience and qualifications. ASIL offers a generous benefits package, including flexible PTO, and a stimulating, collegial work environment.

## Remote Work Policy

The employee must perform the duties of the position in person at the Society's headquarters in Washington, D.C. Subject to change without notice, Society employees are currently expected to be in the office Tuesday through Thursday, with Mondays and Fridays generally flexible for work from home. 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, and references as a single PDF document to [jobs@asil.org](mailto:jobs@asil.org). Please put "Foundation Relations Manager" in the subject line. References will be checked only with your written consent. Applications will be reviewed on a rolling basis. Apply today!