



## JOB DESCRIPTION

<b>Title:</b>	Chief of Staff
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Executive Director
<b>Location:</b>	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, 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 roughly 3,500 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

The Chief of Staff supports the Executive Director and staff to accomplish the Society’s goals and deliverables, leads and oversees human resources, benefits, facilities and operations, insurance, risk management and other operational areas in partnership with the Executive Director.

### Responsibilities

#### Overall

- Serve as liaison with staff, Executive Director and leadership regarding culture, employee well-being, project updates, proposals, and planning.
- Develop and build collaborative relationships with all staff for increased efficiency and responsiveness of existing operations and help define new operational strategies by working with Executive Director and leadership on special projects.
- Support integration of various Society activities (communication, technology, publications, development, etc.) across departmental lines to ensure a holistic approach to topics and issues of importance to the Society’s leadership and membership.
- Support the expansion of proactive research projects.
- Develop and manage the Society’s operations, administration and human resources policies and procedures.

- Analyze and optimize overall organization workflow, segregation of duties, efficiencies in processes and systems, and applications.
- Develop and maintain key overall organization performance indicators (KPIs) and benchmarks and convey them in meaningful visual and numeric dashboards.
- As delegated, review and approve appropriate contracts and agreements.
- Train, supervise, and evaluate support staff and manage outsourced resources.
- Participate in the senior management team and contribute to the overall management of the organization.
- Perform other duties as assigned.

#### Executive Office

- Provide “big picture” strategic support to the Executive Director and senior management team.
- Support the Executive Director (ED) on all projects related to strategy and operations including the strategic plan, and with next steps related to the ED’s work specifically. Monitor progress/achievement with contributors to ensure timely and successful outcomes.
- Proactively elevate and surface issues that could impact the successful execution of the organization’s commitments.
- Support the Executive Director in preparing communications, public presentations, or correspondence.
- Provide research, analysis, and recommendations to support the ED’s objectives, decision-making, and improvements.
- Coordinate periodic work-planning (in collaboration with the Director of Finance) and performance management processes.
- Provide an organizational strategy lens to the senior management team and shared systems/practices.
- Support and contribute to a successful strategic plan and its deliverables.
- Support the Executive Director in initiatives, projects, time management, communications, events, and other items as requested.
- Provide backup support to the Executive Director to the staff as directed by Executive Director, including leading staff meetings.

#### Finance

- Assist in the development of budgets for review and approval of the Executive Director and Executive Council and monitor and report on spending in accordance with budget.
- Review and provide input to all financial and managerial reports, including cash flow.
- Assist in the audit preparations in coordination with the Director of Finance. Serve as the Society’s contributing staff liaison to the Budget, Audit, and Investment Committees.

### Human Resources

- Oversee and manage human resources services and overall staff wellness including coordinate recruitment exercises, performance management and feedback, staff development and planning, and compliance.
- Manage payroll service including all modules and related tax obligations and reporting, including periodic payroll transmissions, compliance, and system maintenance.
- Oversee and manage benefits administration and staff well-being including health and wellness insurance, retirement plans, and other benefits.

### Facilities and Operations

- Oversee and manage all contracts, facilities, repairs and maintenance, physical plant, office equipment and related items.
- Oversee and manage all legal matters and regulatory filing including trademarks, intellectual property, business licensing and compliance. Serve as liaison between the Society and general counsel.
- Assist and support all corporate insurance and risk management.
- Oversee and manage property tax and related matters.

### Communications and Technology

- Support and assist in IT initiatives, projects, and updates.
- Provide backup system administrator and overall support for websites, association management systems, document storage, email, and other technology services.

### Programs

- Oversee, support, and manage the Senior Program Manager, in consultation with the Executive Director.
- Lead and support Programs contract management, logistics planning and other deliverables to ensure success.
- Lead all Program contract reviews and negotiation with third party vendors, including facilities, hardware, and service providers.
- Coordinate and support the Society's United Nations program including grounds passes and quadrennial reporting, in concert with the Senior Program Manager and Executive Director.
- Support the Senior Program Manager in the design and implementation of career development programming and resources for law students and new legal professionals.

### Development

- Support fundraising initiatives by providing background information, diversifying funding streams, preparing draft budgets and proposals, and conducting substantive research where required.
- Provide technical and application resources and support to optimize and streamline workflows and business intelligence.
- Support funding applications requests.

### **Minimum Qualifications**

- JD, LLM or similar law degree required. MBA in business or related degree a plus. Certified Association Executive designation a plus.
- Minimum of 10 years' relevant operational leadership and people management experience with progressive responsibility.
- Proficient in the use of association business applications including membership management systems, accounting, business intelligence and facilities management tools.
- Strong written and oral communication skills.
- Track record in identifying and implementing measures to improve effectiveness, staff happiness and saving.
- Excellent interpersonal skills, including membership/client engagement.
- Excellent organizational skills, including advanced planning capabilities, organizing staff assignments, and ensuring professional obligations are met in a timely fashion.
- Experience with not-for-profit, association, learned society, and/or membership organizations.

### **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 \$130,000-\$145,000, 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.