Position Listing:

**Director, Community Inclusive Development**

**International Senior Lawyers Project**

New York, NY

January 19, 2018

**The Organization**

The International Senior Lawyers Project (ISLP) is a small, dynamic, New York- and London-based non-governmental organization that helps communities, developing country governments, and civil society organizations navigate increasingly complex trends and forces in development. ISLP provides support to its clients in order to level the playing field between developing country governments, civil society organizations, and affected communities on the one hand and multi-national and supra-national actors (including multi-national corporations and international financial institutions) on the other. ISLP’s mission is to provide pro bono legal assistance to governments and civil society organizations in developing countries, leveraging global legal resources in alignment with client needs to support just, accountable, and inclusive development.

**Position Overview**

ISLP seeks a dedicated and qualified Director for Community Inclusive Development. The Director will be responsible for setting the strategic priorities for this global portfolio and leading a team of staff and volunteers who deliver legal services, capacity-building support, and tools to our clients.

The Director will oversee ISLP’s Community-Inclusive Development focus area, through which we work with development-impacted communities and the civil society organizations that represent them to ensure that communities’ rights and needs are respected as large-scale development proceeds. ISLP has active Community-Inclusive Development programs involving multiple clients, partners, and projects in Myanmar, Kenya, the Andean region of Latin America and in Papua New Guinea. S/he will be responsible for developing and implementing a strategic vision for this project portfolio while cultivating client and partner relationships, monitoring program impact, and supervising service delivery. S/he will also need to maintain up-to-date knowledge of the relevant contexts in which we work, including with respect to important political events, key actors, and relevant legal and regulatory developments.

Given the nature of ISLP, the Director should be highly motivated, work well under tight deadlines, and be comfortable leading a small, dedicated, and highly skilled team in an informal, non-hierarchical, and fast-paced environment. Project management responsibilities of the Director will require thoughtful, diplomatic, and timely communications with high-level lawyers, foreign government officials, grassroots civil society organizations, international NGO partners, and others. Further, such responsibilities will require innovation, good judgment, and strong analytical skills, which will enable the Director to identify and pursue project opportunities and broader program-development initiatives that will advance ISLP’s strategy and strengthen our organizational impact.

**Duties**

* ***Program development***.Developing a strategic vision, and related goals and objectives, for ISLP’s broader Community-Inclusive Development project portfolio, including by creating new and innovative work streams and field-building tools and identifying complementarity between portfolios and with ISLP’s other areas of focus.
* ***Project development, management, and administration***. Overseeing implementation of new and existing projects, including by: identifying appropriate clients (CSOs and government ministries or other bodies) to receive assistance; working with potential clients to shape project focus and develop project strategies that are uniquely tailored to the client’s needs and the local context; traveling to meet with clients and partners and continuing to maintain communications remotely; identifying pro bono lawyers with the appropriate expertise and temperament to carry out the assistance, and working with those lawyers to further hone project strategy; developing and following project budgets; addressing challenges that may arise during a project; monitoring and evaluating project progress and impacts; and remaining abreast of issues relevant to the project.
* ***Training programs, conferences, and events***. Designing and implementing training programs, interactive workshops, conferences, and other events that build capacity for domestic and foreign lawyers to better serve our clients and that promote knowledge exchange among lawyers and advocates working in relevant fields.
* ***Fundraising and reporting***. Assisting the Director for Strategy and Development in fundraising applications, reports, and communications. Assisting the Communications Director in the preparation of publicly accessible materials, including the annual report and the ISLP website.
* ***Program team management.*** Supervising teams of staff and volunteers to ensure coordinated and effective service delivery to clients. Mentoring staff to cultivate skills and ensure that professional development goals are achieved.

**Qualifications**

* A minimum of 6 years of progressive experience in relevant field(s) (e.g., business and human rights, indigenous peoples’ and community rights, and/or international development; relevant law firm experience, such as project finance or social finance, may also be considered).
* Superior ability to conceptualize and implement projects spanning multiple disciplines and strategic frameworks.
* Extensive experience managing project teams and cultivating strong team dynamics.
* Demonstrated ability to juggle multiple projects and tasks, to prioritize accordingly, and to meet tight deadlines.
* Ability to apply superb attention to detail and consistently produce timely and error-free work.
* Superior interpersonal and client/partner development skills.
* A J.D., L.L.M., or equivalent degree is required. Experience as a practicing lawyer is highly desirable.
* Superior ability to communicate effectively in English, both verbally and in writing.
* Knowledge of foreign language(s) is a plus, but is not required.
* Experience working outside of the United States, particularly one of the regions of focus (Sub-Saharan Africa, Myanmar, or Latin America) is highly desirable.

**Salary and Benefits**

Salary and benefits for the position are competitive, the salary being commensurate with experience.

**Work Environment and Travel**

The Program Officer will be based in ISLP’s New York office. Significant travel to Kenya, Myanmar, and other target project contexts may be required.

**How to Apply**

Please email a cover letter, resume, short writing sample, and three references to [hr@islp.org](mailto:hr@islp.org) by **February 5, 2018**. Please reference “Director, Community Inclusive Development” in the subject line.

**Disclaimer**

This job posting is only a summary of the typical functions of the job. It is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties of the jobholder may differ from those outlined in the job posting and other duties may be assigned. ISLP may add, change, or remove essential and other duties at any time.

ISLP is an equal opportunity employer. ISLP does not discriminate on the basis of race, color, religion, sexual orientation, gender or gender expression, age, marital status, nationality, or disability.