



Managing Director Position Description

The Clooney Foundation for Justice (CFJ) is seeking a Managing Director. As a member of the Senior Management Team, the Managing Director will be responsible for leading CFJ's activities and operations in coordination with CFJ's Senior Management Team.

CFJ advocates for justice through accountability for human rights abuses around the world, and the Managing Director will join the organization at an exciting time of growth as we conceptualize and operationalize The Docket and scale TrialWatch globally.

TrialWatch is a CFJ initiative that monitors criminal trials and advocates for victims of injustice around the world. TrialWatch focuses on trials against those who are most vulnerable: journalists, women, the LGBTQ community, religious minorities, and human rights defenders. TrialWatch monitors complete our UN-approved online training program and use a customised app developed with Microsoft to record their observations. Using this data, a legal expert grades the trial and writes a "Fairness Report" examining whether the trial complied with international legal standards. When an injustice occurs, we conduct or fund legal advocacy in domestic, regional, or international forums. And once we have gathered enough data, we will create a Global Justice Ranking that we will use to press for systemic reform.

The Docket, a new CFJ initiative, pursues accountability for individual and corporate perpetrators of international crimes and supports victims in their efforts to obtain justice. The Docket aims to bring together multi-disciplinary investigations, courtroom advocacy, and public engagement to promote justice in individual cases as well as long-lasting systemic change.

The Sentry is a flagship partner of CFJ. The Sentry 'follows the dirty money' of human rights abusers to ensure that they face financial consequences through sanctions and other measures.

Responsibilities

- Manage personnel and provide oversight and guidance to all teams within the foundation
- Ensure compliance with all relevant laws, vetting of potential partners and funders, and risk management
- Propose policies to ensure that the foundation operates in line with best practices in the field
- Work with Co-Presidents and the Senior Management Team to improve operational efficiency and address organizational needs
- Represent the foundation with partners and at events as appropriate

- Coordinate with Co-Presidents and the Senior Management Team to ensure organizational priorities and strategy are developed and implemented
- Oversee development and review implementation of organizational processes, including performance management
- Oversee digital and physical security management and implementation
- Provide budget oversight and coordination and oversee approval of expenditures
- Coordinate hiring processes, conduct negotiations, and oversee contract management
- Coordinate and approve certain personnel actions; work with Co-Presidents and the Senior Management Team on other personnel actions
- Oversee relationships with external counsel
- Coordinate with CFJ's Board of Directors
- Other duties as assigned

Requirements

- Advanced university degree and at least ten years' experience
- Superb organizational skills, including the ability to manage numerous tasks simultaneously
- Adept team player with good interpersonal skills
- A high level of personal energy, dependability, and commitment
- Ability to keep calm and work in a fast-paced environment
- Ability to represent the foundation and Co-Presidents with third parties
- People-management skills and general problem-solving skills
- Commitment to CFJ's missions and goals
- A willingness to travel

Preferred Qualifications

- Experience in non-profit senior management
- Legal qualifications and/or understanding of compliance and other legal issues
- Experience working on justice-related issues
- Experience working internationally

Location

Flexible (New York preferred)

Compensation

Commensurate with experience and competitive with other non-profit organizations

Start Date

As soon as possible

To Apply

Submit a resume, cover letter, and list of at least three referees to employment@cfj.org