

Institute for
Constitutional Advocacy and Protection

GEORGETOWN LAW

Operations Manager Position Description

Georgetown Law's [Institute for Constitutional Advocacy and Protection](#) (ICAP) uses strategic legal advocacy to defend constitutional rights and values while working to restore people's confidence in the integrity of their governmental institutions. ICAP's experienced team uses novel litigation tools and strategic policy development to safeguard rights to free expression, assembly, and democratic participation; combat threats from unlawful private militias and political violence; fight the criminalization of poverty and other forms of criminal legal system overreach; and defend the rights of young people and marginalized communities.

ICAP is a workplace that values passion for the mission, a commitment to collaboration, and excellence in all we do. ICAP seeks to be a diverse and inclusive workplace where the whole team has the opportunity to make a real-world impact across ICAP's issue areas and where we approach our team interactions with integrity and mutual respect.

ICAP seeks an **Operations Manager** to work with ICAP's leadership team (Executive Director, Legal Director, and Supreme Court Director) to ensure that ICAP's financial, operational, and administrative processes advance ICAP's mission and enable the smooth functioning of the Institute. As a key member of our team, the Operations Manager is charged with developing and implementing processes related to budgeting, fundraising, administration, and procurement, and with supporting ICAP's public messaging and communications efforts. The Operations Manager must be a resourceful self-starter who is able to work independently, creatively, and efficiently to accomplish a wide variety of tasks. Applicants who are committed to promoting a sense of belonging and contributing to an inclusive and equitable environment for all are strongly encouraged to apply.

We will expect you to:

- Work closely with the leadership team to develop ICAP's annual budget and manage and track expenses and revenue across multiple funding sources;
- Prepare grant applications and, in coordination with the Law Center's Grants team, serve a lead role on all post-grant award functions, including monitoring expenses and drafting reports;
- Manage ICAP's operational processes and administrative functions;
- Assist ICAP's leadership team with fundraising efforts, including maintaining and tracking ICAP's donor database, preparing leadership for engagement with funders, and drafting communications to funders;
- Plan and execute ICAP events;
- Support ICAP's litigation and policy work, and
- Support ICAP's communications efforts, including maintaining ICAP's website and social media presence and drafting public communications regarding ICAP's work.

ICAP is located on the Georgetown Law campus in Washington, DC. The Operations Manager position is a hybrid position and will be expected to be in the office approximately three days per week.

What qualifications do you need?

ICAP is looking for someone with a firm commitment to ICAP's mission and a strong interest in learning about constitutional impact litigation and policy work. In particular, we are looking for:

- Bachelor's degree
- 2 to 3 years of experience in finance, operations, fundraising, administration, or other relevant field [note: consideration will be given to an equivalent combination of education and relevant work experience]
- Self-starting skills with ability to flex their skills across a wide range of operational and administrative responsibilities
- Proficiency in Excel/Google Sheets
- Exceptional oral and written communications skills
- Highly organized and detail-oriented
- Collaborative work style and ability to respond positively to constructive feedback
- Ability to work in a fast-paced environment under sometimes tight deadlines
- Basic knowledge of the American legal system and/or experience working with litigators is preferred but not required
- Familiarity with Workday is preferred but not required

Compensation

Annual salary of \$80,000-\$85,000. The Operations Manager will be eligible for the full range of [Georgetown University benefits](#), including health care, tuition assistance, retirement contributions, and 13 paid holidays in addition to paid time off. ICAP is also supportive of professional development and education opportunities.

Interested?

Interested candidates should send a resume and cover letter to reachICAP@georgetown.edu.

Georgetown University provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment because of age, color, disability, family responsibilities, gender identity or expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran's status or any other factor prohibited by law.