

Managing Director

Washington, D.C.

About The Campaign Legal Center

The Campaign Legal Center's mission is to improve our democracy and protect the fundamental right of all Americans to participate in the political process. Founded in 2002, the Campaign Legal Center (CLC) is a nonpartisan, nonprofit organization, based in Washington, D.C. that defends and protects our democracy in the areas of campaign finance, voting rights, political communication and government ethics. Working in administrative, legislative and legal proceedings, CLC shapes our nation's laws and policies so that the right to have a voice in our free and democratic society remains the foundation of our political system.

Position Summary

CLC is seeking a highly collaborative, seasoned executive to lead the day-to-day management of our talented and growing team and internal operations. Reporting to CLC's Founder/President, the Managing Director is responsible for ensuring CLC maintains an efficient operational and administrative infrastructure to support our significant growth plans. The Managing Director will work collaboratively with CLC's senior team of programmatic, policy, and legal experts and provide resources and support to enhance their work. In addition, the Managing Director will oversee the development, communications, finance, and administrative functions of the organization. The Managing Director also will serve as a thought partner to the President on the organization's strategy and Board engagement.

The ideal candidate will bring strong emotional intelligence and a proven ability to help individuals and teams achieve their full potential. S/he will bring a demonstrated record of managing and enhancing the administration of a high-performing nonprofit organization, particularly through a period of rapid growth. The top candidate is a creative problem-solver who thrives on identifying solutions and focusing on what's possible, while facilitating strong collaboration and communication across the organization.

Key Areas of Responsibility

- **Strategic planning:** Facilitate CLC's long-term and short-term strategic planning process. Collaborate with the President and senior team to create organizational goals aligned with CLC's vision and mission. Monitor and evaluate progress to ensure CLC achieves its strategic objectives.
- **Staff management:** Coordinate the day-to-day needs of the senior management team. Plan and facilitate regular staff meetings and other communications to ensure effective information sharing and decision-making.
- **Operational efficiency:** Evaluate and revise internal systems, policies, and procedures to promote best practices and improve operational performance. Oversee all activities related to human resources, IT, and facilities to ensure staff members have the proper resources and tools required for their work.
- **Financial management:** Oversee the annual budgeting process, including coordination among the program directors. Ensure clear, concise, and accurate financial reporting.

Qualifications

- Extensive organizational leadership experience with significant involvement in strategic planning and operations
- Demonstrated ability to develop and implement innovative policies, processes, and systems to optimize an organization's operational efficiency

- Previous experience successfully managing growth and change at an organization with a minimum budget of \$3M+
- Exceptional oral, written, and interpersonal communication skills
- Self-motivated with a proven ability to thrive in a dynamic and fast-paced environment
- Creative, adaptive, problem-solving ability
- Collaborative working style with an ability to build consensus
- Preference for experience or demonstrated interest in the improvement of our democratic system of government, or of elections, or related public policy fields

To Apply

Please write a cover letter addressing your interest in and relevant experience for this role. Please upload your cover letter and resume online [here](#).