

Job Announcement

Washington Institute for Near East Policy Deputy Director for Administration

(Posted: June 7, 2005)

The Washington Institute for Near East Policy in Washington, DC, has retained Slesinger Management Services to recruit a seasoned manager and leader to serve as deputy director for administration. This is an exceptional opportunity for a person with strong organizational skills to become part of the senior management team of a highly-regarded public policy research institute (“think tank”).

Applications will be accepted until the job is filled.

The Organization

Founded in 1985, The Washington Institute for Near East Policy was established to advance a balanced and realistic understanding of American interests in the Middle East. Under the guidance of a distinguished and bipartisan board of advisors that includes several former U.S. Secretaries of State, the Institute, a 501(c)(3) nonprofit organization, seeks to bring scholarship to bear on the making of U.S. policy in this vital region of the world. Drawing on the research of its scholars and the experience of policy practitioners, the Institute promotes an American engagement in the Middle East committed to strengthening alliances, nurturing friendships, and promoting security, peace, prosperity, and democracy for the people of the region.

The Institute has a budget of \$5.5 million and a staff of nearly 40. Revenue comes primarily from contributions from its board of trustees, a group of more than 200 American citizens, leaders in the worlds of business and philanthropy who share a bipartisan commitment to American leadership in the pursuit of security and peace in the Middle East. The Institute’s governance is led by the board’s executive committee, a group of 15 trustees.

The staff is led by executive director Robert Satloff, an expert in U.S. Middle East policy as well as Arab and Islamic politics. Dr. Satloff has been director of the Institute since 1993. The Institute’s staff also includes Ambassador Dennis Ross, who played a prominent role in the United States’ efforts to bring peace in the Middle East in the George H. W. Bush and Bill Clinton Administrations.

To learn more about the Washington Institute for Near East Policy, see www.WashingtonInstitute.org.

The Position and its Principal Responsibilities

The Deputy Director for Administration will serve as the Institute’s administrative director, overseeing the organization’s daily operations in non-research areas. This includes management information systems, human resources administration, and office management. The

Deputy Director will also work closely with the Institute's Chief Financial Officer to insure the organization engages in rigorous financial planning and modeling, especially as it plans for continued growth in the coming years.

Reporting directly to the Executive Director, and working closely with the Deputy Director for Research, the Deputy Director for Administration will be responsible for:

1. Coordinating the development of an annual operating plan that is consistent with the Institute's strategic plan.
2. Directing human resources management, including the administration of employee benefits.
3. Overseeing office management, including procurement of equipment and supplies, office space, and relations with vendors and the building landlord.
4. Providing overall direction and quality control for the logistics for periodic events such as conferences, press conferences, board meetings, and receptions.
5. Promoting the effective use of information technology, including management of the computer network, telephone system, and database or contact management software.
6. Supervising administrative staff, including staff responsible for conferences and other events, publications, and information technology (currently outsourced to an IT firm).
7. In cooperation with the Chief Financial Officer, providing ongoing strategic direction to the Institute's budgeting, fiscal management, and long-term financial planning.
8. In cooperation with the Director of Development, insuring that fundraising activities are coordinated with programmatic and other activity at the Institute.
9. Liaising with members of the Institute's Executive Committee and Board of Trustees on operational matters.

Desired Skills, Experience, and Characteristics

As the person leading the administrative management of the Washington Institute, the Deputy Director for Administration should be:

1. Able to bring crisp management skills to an organization that operates as a fast-moving research institute, which often undertakes projects and activities that cannot be anticipated in long-term planning processes.
2. Eager to take advantage of relevant, emerging information technology to improve internal operations and strengthen communication with the various external audiences it is seeking to inform and influence.
3. Experienced with office management, human resources, and facilities management.
4. Interested in a broad-based senior management position in a small but growing organization.
5. Committed and skillful in bringing projects to completion—on time and within budget.
6. Able to take initiative and work effectively without close supervision.
7. Willing to take a hands-on approach to the job.
8. Knowledgeable about the principles of strategic planning and evaluation.
9. Able to motivate professional peers and support staff, as well as capable of working collaboratively with them.
10. Comfortable with the tools of financial management, including those that will help the Institute assess the financial implications of important strategic programmatic and administrative decisions it is considering.

11. Interested and supportive of the mission of the organization.
12. Possessed of a highly developed sense of humor.

Desired Experience

1. At least seven years experience in a wide-ranging operations role at an organization (nonprofit, for-profit, or public sector) with a budget of at least \$5 million.
2. A track record of success in human resources, information technology, and office management.
3. Experience introducing change, especially process improvement, in a growing organization.

Compensation

Salary will be commensurate with experience and qualifications. The Washington Institute offers a generous benefits plan.

To Apply

Please e-mail (or mail): 1) cover letter, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5016 Westpath Terrace
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: Larry@SlesingerManagement.com

(Please include "Institute" in subject line; attached files in Microsoft Word or PDF only)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The Washington Institute for Near East Policy is an equal opportunity employer.