



## Academic Engagement Network

### Managing Director

The Academic Engagement Network (AEN) seeks to hire a **Managing Director** to oversee its operations and to help lead its development and fundraising efforts. The Managing Director will be an integral member of the AEN leadership team and will play a key role in developing and executing strategies to engage, educate, and empower AEN's nearly 800 faculty members across the country.

The Managing Director will be primarily responsible for overseeing the operations of AEN. Responsibilities will include managing AEN's faculty grants programs, its national and regional conferences, and other core programs, initiatives and activities. The Managing Director will also help supervise AEN's professional leadership team, including with direct responsibility for several staff members.

In addition, the Managing Director will play an integral role in development and fundraising, including writing grant proposals and reports, ensuring AEN's compliance with existing grant agreements, and managing AEN's operating budget. The Managing Director will also be expected to communicate regularly with existing donors and to assist in cultivating relationships with new and potential funders, including through direct in-person contacts with foundation executives and program officers. The Managing Director will work closely with AEN's Executive Director and the Chair of the AEN Advisory Board with respect to this development portfolio.

#### **Responsibilities:**

- Managing AEN's grants portfolio, including overseeing, reporting on, and compliance with, grants to AEN;
- Writing grant proposals and grant reports;
- Communicating with existing and potential new funders;
- Managing AEN's budget;
- Overseeing the operation of AEN programs and activities, including membership grants programs, and the planning and execution of AEN conferences, workshops, and other events;
- Speaking on behalf of the organization at AEN-led conferences and events as well as at external events;
- Helping to lead the AEN professional staff, including the supervision of staff;

- Performing various HR-related functions, including the onboarding of new staff, managing performance reviews, and serving as a point of contact for employee HR-related questions or concerns;
- Working closely with AEN's Executive Director and other members of the leadership team to develop and implement the organization's short- and long-term strategies and ensure that AEN meets relevant goals and benchmarks;
- Collaborating and helping to cultivate relationships with partner organizations on a national, regional and campus-wide basis;
- Writing and editing materials relevant to AEN's mission and working on writing projects in collaboration with other members of the AEN leadership team (e.g., guidebooks, policy statements, and papers);
- Providing support, guidance, and resources to AEN's faculty members on over 260 college and university campuses across the country.

### **Qualifications:**

The Managing Director should be an entrepreneurial and academic-minded individual with at least 5 years of relevant experience in development and nonprofit business management and with demonstrated outstanding managerial and logistical skills. Experience with this work in an academic setting or in the Jewish/Israel education or advocacy space is preferred. To be considered for the position, a graduate degree is strongly preferred.

In addition to the qualifications noted above, the Managing Director should be knowledgeable about, and interested in, contemporary 21<sup>st</sup> century Israeli history, politics, and culture; Jewish identity; and antisemitism, including how these issues impact and play out in American academia. Consistent with AEN's mission, the successful candidate will also have a commitment to supporting freedom of expression and open academic inquiry and exchange along with a passion for telling Israel's stories and encouraging constructive discussion about Israel and the Middle East.

### **About the Academic Engagement Network (AEN)**

The Academic Engagement Network (AEN) is an independently-branded national organization which seeks to educate and mobilize faculty members on American college and university campuses around issues related to Israel, antisemitism, academic freedom, and campus free speech. AEN has a four-part mission: to oppose efforts to delegitimize Israel on campus; to contribute to robust campus discussions and constructive teaching and research about contemporary Israel; to support academic freedom and campus free speech; and to respond to antisemitism on campus when it occurs.

AEN has grown steadily in size and prominence since its launch in 2015, now comprising nearly 800 faculty members on more than 260 academic institutions across the United States. AEN is led by a full-time professional staff with a national office in Washington, DC.\*\* Miriam F. Elman, Ph.D. serves as AEN's Executive Director. Mark G. Yudof, former president of the

University of California, chairs AEN's National Advisory Board whose members include distinguished university presidents, chancellors, and academics.

To support faculty members in their efforts to further its mission, AEN provides grants and other forms of financial support to faculty members to host campus programs; prepares guides and other educational resources; sponsors conferences, seminars, and convenings for faculty; works with its members to engage university leaders and administrators to improve the campus climate; offers advice and guidance to faculty members who are facing issues and concerns on their campuses; and connects and mobilizes members in a growing national interdisciplinary network. For more information about AEN, please see its [website](#).

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The Managing Director will report to AEN's Executive Director. AEN is advertising this position as a full-time appointment with residence in the Washington, DC metro area preferred but not required. A competitive compensation package is offered. Salary is negotiable based on experience and expertise.

Candidates should send a cover letter indicating interest in the position, resume, one writing sample of modest length, and the names and contact information of three references to Miriam F. Elman, AEN's Executive Director, at [miriam@academicengagement.org](mailto:miriam@academicengagement.org) and Raeefa Shams, AEN's Director of Communications and Programming, at [raeefa@academicengagement.org](mailto:raeefa@academicengagement.org).

Applications will be accepted until the position is filled. However, priority consideration will be given to candidates who apply by **June 14, 2021**.

\*\*AEN is currently operating remotely due to the Covid-19 pandemic.