



## THE CENTER FOR AMERICAN AND INTERNATIONAL LAW

# President

### *Position Profile*

**Location:** Dallas, Texas

**Reports to:** CAIL Board of Directors

### **Organization overview**

CAIL is a center dedicated to improving the administration of justice and rule of law in the United States and internationally, primarily through advanced professional education. Its primary constituencies are lawyers, judges, and law enforcement officials. Using education as a tool to improve the quality of justice, CAIL has reached many thousands of participants in this country and in 130 other countries over the past 70 years. Its programs range from international business transactions to energy law, and from transnational arbitration to law enforcement. Its yearly Academy draws participants from all over the world. CAIL also sponsors the Judge Patrick E. Higginbotham Inn of Court, promoting competence, collegiality, integrity, and education in law practice. CAIL is a successful and prominent organization, whose institutes and programs make a difference in the world.

CAIL, headquartered and in its own building in Dallas, is governed by a 48-member board of trustees, with a 19-member executive committee. The key components of CAIL include the Institute for Law Enforcement Administration; the Institute for Energy Law; the Southwestern Institute for International and Comparative Law; the Institute for Transnational Arbitration; and the Institute for Law and Technology.

CAIL has an annual operating budget of approximately \$5 million, and a staff of 25. For more information on the organization, visit: <http://www.cailaw.org>

### **Position overview**

CAIL is known nationally and internationally for excellence in its programs in arbitration, law enforcement, energy law, and more. From its groundbreaking establishment in 1947 by SMU law dean Robert Storey (executive trial counsel at the Nuremberg war trials and a member of the first Federal Civil Rights Commission), the organization has been a leading force in policy for law and law enforcement. Dean Storey's Nuremberg and Warren Commission papers are housed at CAIL.

CAIL seeks a leader who has passion for and understands the mission of CAIL, to continue to build its reputation and relevancy in an ever-changing and challenging world. The president will use that passion for the mission to help inspire and motivate the organization – from its membership and board of trustees to its large and august body of volunteers. CAIL's volunteer leadership includes renowned lawyers,

judges, and other esteemed individuals who generously give their time to speak at seminars and participate in programs.

The president should be an individual who has the vision to help analyze CAIL's Institutions, and then prioritize a strategy that will reinforce and build CAIL's mission. The analysis should be holistic, thoroughly examining CAIL's internal leadership, its research fellows, its institutes, and programs for opportunities to expand CAIL's vision and reach, domestically and internationally. The analysis should also identify opportunities for collaboration with other organizations.

CAIL's president should be a change agent who has the utmost respect for those who brought the organization to its current position of prominence. The president should be able to lead CAIL to transformation in internal leadership and work with the board in improving the organization's operations, reach, and effectiveness – seeking to put the right pieces in place to answer the demands of a changing world. The role demands someone who can lead the organization internally, be the outward-facing champion for CAIL, and raise its profile to ensure stronger funding for the future.

### **Key executive responsibilities**

#### ***Governance***

- Develop and carry out policy initiatives approved by the board of trustees.
- Communicate effectively with the board, the Institutes, and CAIL's leadership, providing timely and accurate information necessary for CAIL and its Institutes to function properly and to make informed decisions.

***Program performance and accomplishment of CAIL's mission*** – The president works with staff and volunteer leadership, and especially with institute leaders, to develop programs and activities that support CAIL's mission, and that anticipate and meet the needs of its constituencies. The president has overall management responsibility for:

- The planning and implementation of CAIL, institute, CLE programs and activities, and grant-supported work.
- Strategic planning to ensure that CAIL can successfully fulfill its mission into the future, particularly in this time of great competition.
- The enhancement of CAIL's internal, professional and public image. CAIL has a great story to tell, but it needs to be heard by more people.

#### ***Financial performance and viability***

- Responsible for the fiscal integrity of CAIL, including a proposed annual budget that reflects accountability and considers the fiscal needs of CAIL and its component parts, and financial reports that accurately reflect the financial condition of the organization.
- Responsible for fiscal management within the approved budget, ensuring the effective use of resources, and maintaining the organization in a sound financial position.
- With the VP of Development and the board of trustees, responsible for fundraising and the development of other resources necessary to support CAIL's mission, using the president's extensive contacts to help forward fundraising efforts.

## *Operations*

- Responsible for the effective administration of CAIL operations.
- Responsible for ultimate management of CAIL's facilities and use of outside facilities.
- Responsible for the employment, supervision and retention of competent, qualified staff.
- Serve as CAIL's primary spokesperson to constituents, the media, and the public.
- Responsible for relationships with CAIL's Institutions and with other organizations, using those relationships to enhance CAIL's mission.

## **Experience, education, and executive skill requirements**

- College degree required; advanced degrees, including Law, helpful.
- Ten or more years of senior nonprofit or equivalent management experience.
- Experience in educational programming and demonstrated scholarship.
- Proven track record of leadership at the strategic and tactical levels. Able to motivate, oversee, and collaborate with staff; collaborate with and motivate board members and other volunteers, and engage diverse volunteer and donor groups.
- Experience serving on a board very helpful.
- Ability to ideate and communicate a creative, visionary plan to strengthen CAIL's brand, raise awareness of the organization, and boost relevancy in the marketplace. Ability to convey the vision of CAIL's strategic future to staff, board, volunteers, and donors.
- Experience in fundraising strategies, donor relations, and capital campaigns unique to the nonprofit sector.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong organizational abilities, including planning, delegating, program development, and task facilitation.
- Strong written and oral communication skills, including public speaking ability.
- Technologically savvy and able to discuss IT issues knowledgeably with vendors and support staff. Proficient in standard office software (spreadsheets, word processors, e-mail, Powerpoint.) Familiarity with social media and current telecommunication methods.

## **Executive competencies and desired personal traits**

- Strong work ethic with a commitment to service and passion for the CAIL's mission.
- Integrity, discretion, and trustworthiness above reproach. Highest personal standards.
- Balanced, mature disposition and a strong, collaborative approach to management.
- Natural communicator. Good listener.
- Motivated self-starter capable of working independently, as well as collaboratively with others. Highly flexible and adaptable.
- Excellent judgment and knowledge of both the business and non-profit arenas.
- A respectful team leader who is fair and equitable in the treatment of people in and outside the workplace, yet able to motivate, assess performance, and maintain accountability in positive and productive ways.
- Intellectually curious and entrepreneurial spirit; highly motivated, imaginative, and resourceful.

- Strong interpersonal skills and emotional intelligence to maintain and grow relationships with and among staff, board, and external stakeholders. Able to use empathy to effectively work with factions that have different agendas or desired outcomes.
- Executive presence, and self-confidence in the public sphere without self-importance; astuteness in political and public arenas.

### **Compensation**

Commensurate with background. Excellent benefit package.

### **Contact Information**

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*All inquiries treated confidentially. Do not contact CAIL or board members directly.*