The Asfari Institute for Civil Society and Citizenship will serve as the regional hub of a dynamic community of academics, practitioners, policymakers, and members of the general public interested in exploring traditional and innovative forms of associational life and in advancing realistic solutions to the obstacles to effective civil society and citizenship in the Arab world.

Through its research and activities, the Institute will support the development of an informed and engaged citizenry and of increased openness, transparency, and accountability at all levels of Arab associational life.

The founding Director will determine and implement the strategy for the work of the Institute, with the objective of maximizing its influence and impact.

1. **BASIC FUNCTION:**

   Develops and implements the strategic plan for the Asfari Institute for Civil Society and Citizenship. Leads the Institute at AUB, regionally, and internationally, working closely with academics, practitioners, policymakers, students, and members of the general public. Manages Institute operations including planning, budgeting, fundraising, partnership development, public relations, implementation (research, education, outreach), assessment, and reporting.

2. **DUTIES PERFORMED:**

   a. Establish the Asfari Institute for Civil Society and Citizenship, and develop and implement its strategic plan.

   b. Lead the programs and activities of the Asfari Institute.

   c. Organize training and outreach activities targeting members of civil society organizations and the general public.

   d. Build meaningful partnerships, internally, with the various faculties and schools at AUB, and externally, with a broad range of regional and international organizations, academics, and practitioners for academic, outreach, development, and fundraising purposes.

   e. Develop multiple vehicles (online, print) for the dissemination of information, research findings, and policy/practice recommendations.
f. Recruit Asfari Institute staff and supervise and evaluate their work.

g. Set up robust and efficient policies, procedures, and systems for the success of the Institute.

h. Recommend and manage the budget of the Asfari Institute.

i. Submit periodic and annual narrative and financial reports to the provost, the Asfari Foundation, and other grantors/donors.

j. Develop and submit proposals and budgets to the Asfari Foundation and other potential grantors.

k. Chair the Internal Steering Committee and seek its advice and assistance when:

   1. Devising and implementing strategic and assessment plans for the Asfari Institute.

   2. Elaborating and prioritizing themes for the research program; evaluating research proposals for funding; receiving research reports from grant recipients.

   3. Creating university-level educational programming on civil society and citizenship.

l. Attend meetings of the International Advisory Committee to present the annual report and obtain advice and feedback on the Institute’s impact and effectiveness in meeting its key objectives.

m. Represent the Institute to international partners and others.

n. Other tasks as may be required from time to time.

3. **WORK CONTACTS:**

Regular contacts with the provost, AUB faculty, the Internal Steering Committee, the International Advisory Committee, the Asfari Foundation, and other donors/grantors.

4. **MINIMUM REQUIREMENTS:**

a. Committed and enthusiastic visionary with a clear understanding of regional developments and emerging opportunities for positive change.

b. Advanced degree, preferably PhD, in a relevant field.

c. Substantial scholarly and research experience in civil society and/or citizenship in an academic environment.

d. Extensive hands-on experience in national or international organizations involved in civil society and/or citizenship issues.

e. Proven administrative, and budget and staff management skills.

f. Successful fundraiser (variety of sources).
g. Strong track record in networking and partnership-building.

h. Outstanding leadership, communication, and interpersonal skills, and the ability to work effectively with people from a broad range of social, political, and cultural backgrounds.

i. Excellent knowledge of the Arab world, particularly the Eastern Mediterranean.

j. Languages: Fluent in written and spoken English and Arabic.