



RULE OF LAW PROGRAM:
ADVANCING RULE OF LAW IN US ELECTIONS

Consultant: Technical Director

The Carter Center was founded in 1982 by Jimmy and Rosalynn Carter to advance human rights and alleviate human suffering worldwide. The Atlanta-based, non-profit Center works globally to advance rule of law, democratic elections and governance consistent with universal human rights.

The Carter Center Rule of Law Program seeks a Technical Director (TD), remote-based, to lead and manage long-term activities that advance legal education that will improve legal frameworks, electoral administration and electoral dispute resolution. The Project is designed to address knowledge and capacity gaps regarding electoral laws and processes among legal professionals and interested stakeholders. The Technical Director will serve as the day-to-day lead in executing the tasks required to ensure that the project achieves its goals and will provide overall project management and oversight. Limited domestic travel will be required.

Responsibilities will include but not be limited to:

- Lead the development, coordination and oversight of technical strategies and interventions
- Facilitate collaboration between project staff, partners, stakeholders, and other Carter Center teams
- Identify, nurture, and cultivate local champions in target states to assist with on the ground organization
- Oversee the design, quality control and testing of any outreach, curricula, and training materials
- Recruit consultants and short term experts; draft TORs and oversee work products
- Adapt program based on data; integrate inputs
- Provide oversight of budgets, workplans, strategies, procurements, and reports
- Assist with fundraising, donor cultivation and proposal development
- Represent the program to external parties as required

The Technical Director will report to the Director, Rule of Law Programs, at the Carter Center.

Qualifications

- A minimum of five years professional experience managing and implementing programs that advance non-partisan political and citizen engagement;
- Previous experience designing and managing multi-year programs that develop curricula using adult education techniques.
- Deep, demonstrable experience in designing and implementing approaches that will aid the adoption of norms that promote improved elections and advance political dialogue.
- Previous experience working closely to align deliverables with the values and needs of senior organizational leaders, stakeholders, and senior community leaders;
- Self-starter able to prioritize, plan, solicit feedback, report, and implement with limited guidance;
- Proven ability to successfully generate proposals and donor reports.
- Proficient in MS Teams, MS Word and MS Excel
- US nationality

Applications Instructions

Interested individuals should apply with a CV and statement of interest to US-Elections-ROL@cartercenter.org. Please provide three references with contact details and your preferred daily rate.

Deadline for submissions: October 3, 2023 or until filled. Interested applicants are encouraged to submit their application documents as soon as possible; decisions will be made on a rolling basis until the position is filled. Due to the large volume of applicants, only those candidates selected for an interview or additional consideration will be notified by the Center. No phone calls or in-person contacts will be entertained.