LESS CONFLICT. MORE PURPOSE.

INTERNATIONAL INSTITUTE FOR CONFLICT PREVENTION & RESOLUTION (CPR)
VICE-PRESIDENT OF GLOBAL DEVELOPMENT, DISPUTE RESOLUTION SERVICES

Organization Overview: Established in 1977, CPR is a nonprofit organization that seeks to manage conflict to enable purpose. It is comprised of two parts:

The CPR Institute drives a global prevention and dispute resolution culture through the thought leadership of its diverse membership of top companies, law firms, lawyers, academics, and leading mediators and arbitrators around the world. The Institute convenes best practice and industry-oriented committees and hosts global and regional meetings to share practices and develop innovative tools and resources. The Institute trains on dispute prevention and resolution, publishes a monthly journal on related topics, and advocates for supporting and expanding the capacity for dispute prevention and resolution globally.

CPR Dispute Resolution harnesses the thought leadership and output of the Institute while providing independent ADR services – mediation, arbitration, early neutral evaluation, dispute resolution boards and others – through innovative and practical rules and procedures and through CPR’s Panel of Distinguished Neutrals.

Position Overview: The Vice-President of Global Development for Dispute Resolution Services will play a critical role at CPR, with primary responsibility for growing CPR’s Dispute Resolution Services (DRS). The person in this role must share a passionate commitment to our mission. The position will report to the President and CEO, and will work closely with other senior leaders in the organization as well as the Board of Directors, providing strategic guidance and direction as well as execution against goals. Finally, the person in this role must share our core values of Quality, Accountability and Collaboration.

Position Responsibilities:
Responsibilities include, but are not limited to:
- Developing strategies and leading efforts to grow DRS globally;
- Working with the staff leading the management of DRS matters, including the SVP of DRS, to further develop the services and offerings of DRS in an effort to be responsive to the end-users;
- Assisting in the support and diversification of CPR’s Distinguished Panel of Neutrals;
- Effectively communicating the organization’s unique value proposition;
• Engaging in personal outreach, targeted marketing efforts, and leveraging resources of the organization, including the Board, the CPR Council, the International Advisory Boards, current members and others, in support of global business development efforts;
• Maximizing outreach efforts to assist in retaining and recruiting members for CPR;
• Utilizing social media in collaboration with other organizational marketing efforts;
• Collaborating with the programming team and marketing team to maximize impact;
• Tracking and reporting the success of initiatives;
• Providing guidance to, and collaboration with, other staff members’ efforts;
• Preparing appropriate analysis and reports for board and other high-level meetings; and
• Taking on other responsibilities as may be assigned.

Skills & Requirements
• Law degree or equivalent advanced degree, strongly preferred;
• Experience in legal, corporate and ADR industry is required;
• Experience in membership, legal marketing or business development highly preferred;
• Experience in ADR provider institutions or with alternative dispute resolution highly preferred;
• Experience formulating strategies and tactical plans;
• Strong verbal and written communication skills a must;
• Ability to develop strategic, proactive relationships with prospects, current members, customers, partners, and other supporters; and
• Demonstrably strong skills in working collaboratively, building trust internally and externally, and maintaining a reputation of strong customer service, integrity and professionalism.

This is a full-time position. Compensation, including an incentive component, is commensurate with experience. Includes a generous 401K plan and benefits package including, vacation, medical, dental, FSA and transit. Please send cover letter and resume to careers@cpradr.org