



# GEORGETOWN LAW

Search for the Chief Operating Officer  
Georgetown University Law Center  
Washington, DC

## THE SEARCH

Georgetown University Law Center (Georgetown Law) seeks an exceptional leader to become its next Chief Operating Officer. A highly selective, premier school of law – the largest by enrollment nationwide – Georgetown Law is in the heart of Washington, DC, and is recognized as one of the finest law schools in the world. Georgetown Law seeks an experienced and accomplished professional to help shape the future of Georgetown Law through strong fiscal and administrative stewardship as it enters an exciting phase of expansion. Reporting to the Dean and Executive Vice President, the COO is the chief administrative and financial officer of the Law Center, serving as a strategic thought partner to the Dean, Vice Dean, and other key stakeholders in support of Georgetown Law and the University’s mission.

Opened in 1870, Georgetown Law is a place where tradition and leading-edge programming combine into an enviable community of learners, practitioners, and professionals. Today, it boasts the nation’s top-ranked clinical program, joint degree and advanced degree programs, world-renowned centers and institutes, and a diverse curriculum that prepares today’s law students for tomorrow’s challenges.

Georgetown Law seeks a finance and operations professional who will lead collaboratively and creatively in partnership with the Dean, Vice Dean, and other key stakeholders within its shared governance framework. The COO will have strategic oversight of Georgetown Law’s \$200 million operating budget, leading a staff of 7 direct and 200+ indirect reports, with direct oversight of the following departments: Business and Financial Affairs, Facilities, Financial Aid, Logistics, Department of Public Safety, Information Systems Technology, Human Resources, and the Early Learning Center (childcare).

They will be a critical leader of an extensive capital and space planning initiative in the heart of the Nation’s Capital, collaborating with Georgetown Law and Georgetown University stakeholders to develop a major new cross-disciplinary campus on the Capitol Campus.

Among the key priorities for the COO will be leading financial strategy, analysis, and planning that align with Georgetown Law's mission and supporting the ambitious growth initiatives currently underway. They will develop data-informed proactive strategies and policies that position Georgetown Law to capitalize on its tremendous successes and realize its significant future possibilities.

Georgetown University Law Center has retained the services of Isaacson, Miller—a national executive search firm—to assist in conducting this important search and to help identify outstanding candidates. All inquiries, applications, and nominations for this opportunity should be directed to the search firm as indicated at the end of this document.

### **GEORGETOWN UNIVERSITY LAW CENTER**

The Georgetown University Law Center is in the heart of Washington, DC, steps from the Supreme Court, Congress, and the White House. The Law Center boasts the nation's top-ranked clinical program, joint degree and advanced degree programs, world-renowned centers and institutes, an Office of Public Interest and Community Service, and a standard-setting diverse curriculum. The LL.M. program offers specialized degrees in academic fields for which Georgetown is best known, including international and trade law, tax law, environmental law, health law, and national security law. Although the majority of students study full-time, the Law Center has retained the evening division with its outstanding reputation for academic excellence. The tradition of Georgetown's first graduating class is echoed today in our approximately 52,000 alumni worldwide.

Georgetown Law has 3,000 students, 217 full-time faculty, and 658 part-time faculty who teach more than 500 individual courses each year. It is home to 26 centers and institutes, 15 international exchange programs, and 12 dual-degree programs. Georgetown Law supports 19 legal clinics. The Class of 2022 performed 25,000 hours of pro bono work. Among the Class of 2022, 95% passed the Bar Exam within two years of graduation, and 97% of Class of 2022 graduates were employed within ten months.

Georgetown Law employs 400 full- and part-time staff. The budget for FY-24 is approximately \$200 million.

### **CAPITOL CAMPUS**

The Georgetown University Law Center anchors what has come to be known as the Capitol Campus, a space just blocks from the U.S. Capitol, the U.S. Supreme Court, federal agencies, think tanks, and leading local, national, and global organizations. Building upon Georgetown Law's longtime presence and impact on DC, the growing campus has expanded significantly in recent years through acquisition and new construction, becoming a home for discovery and interdisciplinary and civic engagement, advancing Georgetown's historic strengths, and bringing together new opportunities for collaboration in a vibrant new living and learning community. The home to the new McCourt School of Public Policy is scheduled to open officially in 2024. The future home of the Earth Commons Institute, School of Continuing Studies,

and programming from the McDonogh School of Business, the School of Health, and the School of Nursing will open ahead of the fall 2025 semester. Next year, Georgetown Law will break ground on a new building on the Capitol Campus.

Please follow this link to read more about the exciting new developments on the Capitol Campus: <https://capitolcampus.georgetown.edu/>.

## LEADERSHIP

William M. Treanor is the Executive Vice President of Georgetown University and Dean of the Law Center, where he holds the Law Center's Paul Regis Dean Leadership Chair. Treanor joined Georgetown in 2010 and was reappointed to serve a third term as Dean and Executive Vice President beginning July 1, 2020. Under Treanor's leadership, Georgetown Law has hired 69 new faculty members, tripled the number of experiential offerings for students in its clinical, externship, and practicum programs, and experienced its most successful era of fundraising, culminating in over \$80 million in giving in the last fiscal year.

Treanor's areas of academic expertise include constitutional law, property law, criminal law, intellectual property, and legal history. His writings have principally been in the area of constitutional history, and he has been recognized as one of the 10 most-cited legal history scholars in the United States by the University of Chicago Law School's Brian Leiter.

Before coming to Georgetown, Treanor was Dean and Paul Fuller Professor of Law at Fordham Law School, where he began teaching in 1991. He also served in a variety of positions in the government, including Deputy Assistant Attorney General in the Office of Legal Counsel, U.S. Department of Justice; Associate Counsel, Office of Independent Counsel during the Iran/Contra investigation; Speechwriter to the United States Secretary of Education; Special Assistant U.S. Attorney in the District of Columbia United States Attorney's Office; and Special Assistant to the Chair of the New York State Commission on Government Integrity. He was law clerk to the Honorable James L. Oakes, U.S. Court of Appeals for the Second Circuit. Treanor has a Ph.D. in history from Harvard University, a J.D. from Yale Law School, and a B.A. from Yale College (*summa cum laude*).

## EQUITY AND INCLUSION

Georgetown's commitment to equity and inclusion is rooted in its founding as a Jesuit institution. Central to this commitment has been Georgetown Law's work creating a more inclusive and equitable learning environment. In 2021, Dean Treanor announced the launch of Georgetown Law's first-ever Inclusion Council. Since its inception, the Council has reimaged and made recommendations for the Office of Equity and Inclusion structure, including hiring a new Chief Diversity Officer. The Council is also developing a long-term strategic plan for the Law Center and designing an approach to inclusive pedagogy across research and teaching for all faculty.

## **FINANCE AND LEADERSHIP STRUCTURE**

Georgetown University Law Center is in a strong financial position. Its programs are growing and remain in very high demand. As one of the top law schools in the United States, Georgetown Law is highly selective and consistently attracts high-performing students. Georgetown Law has heavily invested in developing and redeveloping its facilities while staying consistent with its commitment to environmental sustainability.

Georgetown University utilizes a unique leadership structure. The Dean of the Georgetown University Law Center also serves as an Executive Vice President of Georgetown University and is one of three senior leaders who report to the University President, along with the Provost and the Dean of the Georgetown University Medical Center.

## **ROLE OF THE CHIEF OPERATING OFFICER**

Under the general supervision of the Dean and Executive Vice President, the COO manages administrative offices within Georgetown Law and aligns their activities with the Dean's priorities and academic operations. The COO is a critical thought partner to the dean on all administrative and financial matters. The COO is expected to gather, analyze, and disseminate necessary information to Georgetown Law and University constituencies. They engage University officials, including the Office of the University President, on behalf of the Dean and the administrative offices the position supervises. The COO manages operations, coordinates logistics, and participates in short- and long-range strategic planning in partnership with the Dean and his executive staff.

The COO will provide operational direction and oversight to Business and Financial Affairs, Facilities, Financial Aid, Logistics, the Department of Public Safety, Information Systems Technology, Human Resources, and the Early Learning Center (childcare), identifying challenges and working towards organized and cost-efficient operations. The COO works to maximize resources through financial management and talent optimization. They identify goals and priorities and develop strategies to maximize revenues and develop personnel. The COO reviews and analyzes Georgetown Law's organizational and operational responsibilities and needs, making recommendations to enhance the efficiency and effectiveness of administrative support activities. They prioritize opportunities by consulting with the Dean and facilitate efforts to implement enhancements to processes and systems to add structure.

With the understanding of the Dean's strategic vision, the COO is responsible for developing and implementing strategies to support major initiatives and projects. They develop and maintain collaborative working relationships with units campus-wide and provide guidance in support of strategic operating goals.

## **KEY OPPORTUNITIES AND CHALLENGES FOR THE CHIEF OPERATING OFFICER**

In navigating the financial and operational future of the Georgetown University Law Center, the next COO has tremendous opportunities to be part of an essential school of law at a pivotal time. The following have been identified as the top priorities for success in this role:

### **Serve as a critical advisor to the Dean and Executive Vice President**

The COO will join Georgetown Law at an exciting time of envisioning the future and setting a strategy for continued excellence. The COO must be a collaborative and proactive strategic planning partner for the Dean and Executive Vice President, senior leadership, and faculty, tying concrete fiscal metrics and scenario modeling to planning. They will bring proactive leadership and communications, engaging deeply across the financial and administrative landscape while managing competing priorities.

### **Serve as an internal and external advocate for the Law Center**

The COO will champion and advocate for the law school, its programs, and community members. They will persuasively advocate for the Law Center's needs while developing strong, collaborative, strategic, and operationally constructive relationships with university leadership and stakeholders.

The Law Center has a deeply developed relationship with the ANC, the neighborhood governing organization. The COO will have an opportunity to work with the ANC and other municipal organizations to advocate for the Law Center's needs and strategic vision.

The Capitol Campus presents broad opportunities for the COO to advocate for the needs and strategic foci of Georgetown Law. The Law Center provides facilities and IT support to this growing and diversifying campus. The COO will counsel the Dean in the development of a long-range strategy for managing the Law Center's position.

### **Strategically support the development of the Capitol Campus while maintaining Georgetown Law's central role in its operation and strategic growth**

The COO will play a central role in developing a campus of the future in the heart of the Nation's Capital. Due to its size, complexity, and unique needs and culture, it will be vital for the COO to strategically support Capitol Campus growth, maintaining and advancing the Law Center's strategic needs while being a partner to continued University growth and success. Next year, a new Law Center building will be built on the Capitol Campus. Dean Treanor and Georgetown Law have already raised \$72 million of the \$100 million needed to develop this leading-edge space. The COO will closely collaborate with the Dean, Vice Dean, other Law Center leadership, and Georgetown University leadership to develop this new space.

### **Maintain proactive communication channels**

It is essential that the COO have a direct, proactive communication style that supports abundant engagement with senior staff and faculty to ensure they are provided with adequate information and detail about Georgetown Law's strategic and operational performance and direction. Georgetown Law is a savvy community that seeks the support of a collaborative COO who can proactively support and build mission success. The Law Center has a complicated financial picture, and many stakeholders seek to engage with the COO role and their designates. The COO will be adept at communicating financial realities. They will proactively engage with stakeholders and provide them with data and information to allow them to have a better understanding of the overall financial portrait of the Law Center and how it affects their areas.

### **Ensure appropriate operational structures are in place to support current needs and future growth**

The COO will lead the administrative and operational components of a complex, dynamic setting that includes a centrally organized law school that is international in scope, houses 22 centers and institutes, and a broad ecosystem of practical, experiential, and international student programming.

The COO will be charged with proactive strategic development of the Law Center's administrative and operational structure. Leveraging their change management and organizational expertise, the COO will develop a process for center and institute integration into the larger structure of the Law Center to allow for greater cross-functional collaboration and to support Georgetown Law's expected future growth.

### **QUALIFICATIONS AND CHARACTERISTICS**

The successful candidate will bring many of the following experiences and qualities:

- Strong verbal and written communication skills coupled with an ability to influence/persuade all levels of staff and clearly articulate policies and decisions to all levels of staff.
- Advanced project management skills, including the capability to manage capital projects.
- Experience managing staff in a university setting and an ability to coach and train staff.
- A commitment to and affinity for the mission of the Georgetown University Law Center.
- Knowledge of strategic budget management to advance the academic mission of Georgetown Law
- Management capacity across several relevant areas such as finance, business operations, facilities management, IT, HR, and strategic planning.
- Experience with advanced techniques and tools for financial planning and analysis.
- Demonstrated ability to effectively lead complex and diverse organizations.
- An ability to think creatively about access, equity, and opportunity and what it means for Georgetown Law students.
- An innovative outlook and willingness to think outside the box.

- An ability to manage both big picture and operational details.
- Proven success in establishing and maintaining productive, collaborative relationships with internal and external constituencies.
- Ability and willingness to partner with senior administration and other stakeholders in an environment that values shared governance.

#### **APPLICATIONS, NOMINATIONS, AND INQUIRIES**

Confidential inquiries, nominations/referrals, and applications (including resumes and letters of interest responding to the opportunities and challenges outlined above) should be sent electronically to the Isaacson, Miller executive search team via the link below.

Dan Rodas, Partner  
Kahn Lee, Managing Associate  
Tim Lanigan, Senior Associate  
Nicole Sancilio, Senior Search Coordinator  
Isaacson, Miller

<https://www.imsearch.com/open-searches/georgetown-university-law-center/chief-operating-officer>

*Georgetown University provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment because of age, color, disability, family responsibilities, gender identity or expression, genetic information, marital status, matriculation, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, veteran's status or any factor prohibited by law.*