



Executive Director Job Description

POSITION: Executive Director

ORGANIZATION: LAW Advocates is a non-profit organization that provides civil legal assistance to low-income individuals and families in Whatcom and Island Counties, primarily through volunteer attorneys.

RESPONSIBLE TO: Board of Directors

DUTIES: The Executive Director is responsible for implementing the vision of the Board of Directors of LAW Advocates as laid forth in its strategic plan and directing LAW Advocates' activities in all areas including the delivery of legal services, development and finance, personnel and administration, and community relations.

Programs Administration & Development

- Ensure LAW Advocates' services are consistent with the strategic plan.
- Ensure programs activities are in compliance with agency policies, requirements set forth by funders, and relevant law.
- Monitor the quality and effectiveness of services through statistical analysis and client and community partner feedback and address shortcomings, in consultation with the board as appropriate.
- Ensure that LAW Advocates programs work collaboratively with community partners to address the myriad barriers faced by the client community.
- Identify community service gaps in coordination with community partners.
- Work with the Board of Directors, staff, and community partners, as appropriate, to develop and implement new programs and program policies.
- Collaborate with partners in the Alliance for Equal Justice and the Pro Bono Council to coordinate, develop, and evaluate the delivery of legal services.
- Supervise and support the programs manager.
- Support the programs manager in screening and placing appropriate cases with volunteer attorneys for pro bono assistance.

Staff Management

- Ensure that HR and other policies are consistent with the strategic plan and in compliance with agency policies, requirements set forth by funders, and relevant law. Provide appropriate training to staff, volunteers, and interns.
- Recruit, hire, train, and supervise senior staff positions, consistent with the values set forth in the strategic plan.
- Support the leadership development of staff to ensure the smooth transition of Executive Directors and to facilitate succession planning.
- Determine and delegate work assignments. Maintain strong and open communication.
- Cultivate a positive work environment and a culture consistent with the values set forth in the strategic plan.



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- Solicit ideas and input from staff.
- Evaluate staff performances on an annual basis, or as needed.
- Support and recognize staff in the performance of their work and advocate for staff to Board.

Volunteer Management

- Recruit, screen, orient, and support attorney volunteers.
- Ensure that volunteer policies are consistent with the strategic plan and in compliance with agency policies, requirements set forth by funders, and relevant law.
- Cultivate positive relationships with attorney volunteers, maintain open communication and solicit feedback.
- Maintain electronic volunteer database with contact information, interest areas, and volunteer hours.
- Develop and share continuing legal education opportunities and other benefits with attorney volunteers.
- Coordinate an annual volunteer appreciation event.
- Identify and carry out other opportunities for volunteer appreciation, including awards nominations and positive press.

Bar Association Relations & Continuing Legal Education (CLE)

- Recognizing that members of the Whatcom County Bar Association who volunteer with LAW Advocates are the “members” of the organization and a key constituency, crucial to the success of the organization and the Executive Director’s effectiveness, develop and maintain good relations with the bar leaders as well as the general membership.
- Attend monthly bar meetings and report on LAW Advocates’ activities.
- Communicate LAW Advocates’ activities in other manners including articles in the WCBA newsletter and via email.
- Participate in bar activities and serve on bar committees as directed by the Board and as is consistent with the strategic plan, including the “young” lawyers group and the Whatcom chapter of Washington Women Lawyers.
- Staff the WCBA’s CLE Committee and coordinate at least 5 CLE seminars annually, in partnership with the bar association. Coordination includes communicating with and supporting CLE chairs and speakers, requesting credit from the Washington State Bar Association (WSBA), coordinating with the CLE facility, developing and distributing advertising materials, accepting registrations, managing the CLE finances, maintain CLE records as required by the WSBA, overseeing speaker recognition, and providing staff for CLE events.

Board Support

- Support the Board of Directors and its committees in all aspects of their work, including coordinating meetings and developing meeting materials.
- Support the Board of Directors in creating and maintaining a strategic plan and monitoring that program activities are consistent with the strategic plan.
- Establish and maintain positive working relations with the Board of Directors.



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- Communicate and inform Board on agency operations, including preparation of a monthly report to be presented at the monthly board meeting.
- Assist the Board to assess the need for new members and engage in recruitment.
- Maintain the Board of Directors handbook and provide orientation to new members and the full board as requested.
- Coordinate Board training as requested.
- Communicate and inform the board on activities of the Alliance for Equal Justice, including the Campaign for Equal Justice, the Equal Justice Coalition, the Pro Bono Council, and the Access to Justice Board.
- Maintain board records consistent with the record retention guidelines.

Budget & Fiscal Management

- Draft proposed annual budget for review and approval by the Board of Directors.
- Monitor budget projections and cash flow throughout the year.
- Review and approve payment of agency expenses, sign checks, and ensure financial activities are in compliance with the board-approved financial policies.
- Prepare monthly financial reports for the Board of Directors.
- Reconcile general ledger accounts to bank and grant billing statements on a monthly basis.
- Work with the board treasurer and outside CPA to solve fiscal issues.
- Ensure prompt donor recognition.

Grant Development & Management

- Seek out and apply for grants for existing programs consistent with the board-approved budget.
- Analyze grants for new activities, consistent with the strategic plan, make recommendations to the board and, if approved, apply for funding.
- Ensure that grant makers are properly acknowledged and cultivate good relations.
- Manage acquired grants to contract specifications, including reporting obligations.
- Create program budgets in QuickBooks (to be consistent with “classes”). Monitor program and budgets and grant expenditures to identify programs in need of fundraising, ensure grant resources do not overlap, and ensure proper expenditure of funds.
- Prepare grant fiscal reports.

Marketing & Fundraising

- With the support of the Board and staff, coordinate LAW Advocates’ annual dinner and auction, “Lawyers’ Take Orders”, including staffing the planning committee, overseeing item donations, sponsorship acquisitions, ticket sales, coordinating vendors, and recognition.
- Assist the Board to execute other fundraising events as directed.
- Assist the Board to identify funding needs, targets, and strategy, consistent with the strategic plan. Assist the Board to execute that strategy, including the creation of fundraising materials.
- Assist the Board to identify marketing needs, targets, and strategy, consistent with the strategic plan. Assist the Board to execute that strategy, including the creation of marketing materials.



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- Serve as a spokesperson for LAW Advocates and establish and maintain the agency's desired image, as directed by Board and consistent with the strategic plan.

QUALIFICATIONS:

1. Bachelor's degree in relevant field required. Law degree preferred.
2. Non-profit management experience strongly preferred.
3. Legal experience strongly preferred.
4. Ability to think strategically about LAW Advocates priorities and help to translate these priorities into program and staff recruitment and related fundraising activities.
5. Ability to identify legal issues and develop positive relationships with local attorneys.
6. Excellent computer skills. Experience with QuickBooks preferred.
7. Excellent organizational skills. This includes a demonstrated ability to implement projects with a commitment to a high-quality work product and to prioritize competing tasks and thrive in a fast-paced, deadline orientated work environment.
8. Excellent communication skills.
9. Demonstrated ability to successfully supervise and motivate others.
10. Excellent judgment.
11. Demonstrated ability to work with vulnerable populations and individuals demonstrating strong emotions.
12. Commitment to LAW Advocates' mission, vision, and values.
13. Fluency in Spanish or Russian a plus.

SALARY: DOE

HOURS: 40 hours/week

Please submit your resume, cover letter, and references to olivia@lawadvocates.org. This position will be open until filled and candidates are encouraged to apply early. Anticipated start date for the position is August 18, 2014.