

## Executive Director - Legal Aid of Marin

### 1. OVERVIEW

Legal Aid of Marin (LAM) seeks a full-time Executive Director whose leadership will support and advance the mission of this community-based legal services organization.

Addressing the changing needs of the community, and working with the Board and staff, the Executive Director will strengthen the organization, increase, and create new opportunities for funding, and otherwise support the organization in achieving its mission. Legal Aid of Marin has the benefit of a strong and supportive Board of Directors, a skilled, committed, and collaborative staff, a balanced budget, and an excellent reputation in the County and beyond. In 2021, Legal Aid of Marin will be celebrating its 64<sup>th</sup> Anniversary.

Legal Aid of Marin's mission is to create an equitable Marin by empowering the community through legal representation, advocacy, and education. We envision an inclusive Marin with equal justice and opportunity for all.

### 2. QUALIFICATIONS

A successful Executive Director will have: leadership experience in community-based nonprofit organizations; an understanding and appreciation of Marin's cultural diversity; the ability to navigate between government agencies, other nonprofits, community leaders and political bodies; demonstrated success in eliciting financial support through both donor outreach and grant writing; strong organizational skills; general business financial acumen; program planning skills; human resource management experience; and excellent oral and written communication skills. Experience managing a legal services nonprofit or law degree are each a significant plus but not required.

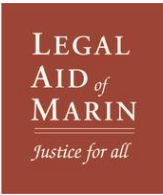
### 3. RESPONSIBILITIES

#### Promote the Mission:

- Support the mission of LAM at the operational, strategic and policy-making levels.
- Maintain relationships within and a deep knowledge of our community, assuring that the organization has an effective long-range strategy to achieve its mission, provide leadership for its programs, strengthen organizational matters, and implement Board-approved financial plans.
- In conjunction with the management team and staff, identify areas where systemic or policy reforms are needed and lead or oversee LAM's work with other advocacy groups and stakeholders to promote systemic or public policy changes, legislative reforms, and public awareness of issues benefiting LAM clients.

#### Fundraising & Development:

- Design and execute LAM's development strategy, including writing annual reports; identifying potential foundation and corporate partners, preparing grant proposals, and assuring compliance with grant conditions; cultivating donors; overseeing fundraising special events; leading fundraising campaigns; and maintaining the development database.

**Finance & Risk Management:**

- Provide leadership and oversight to the Business Manager, and work to expand revenue sources within the mission of LAM.
- Maintain LAM's financial health through County and State budget advocacy, private fund development and other appropriate sources of revenue.
- Negotiate contracts for services with contracting agencies.
- Oversee and exercise authority over all budgetary matters, in collaboration with the Business Manager and Board of Directors.

**Board Administration/Support:**

- Report to the Board concerning the organization, community needs, proposals and initiatives, financial issues, and other matters, and lead the Board in their involvement in fundraising and volunteer activities.
- Attend and participate in all Board meetings, set the agendas, prepare reports and supporting materials, and keep the Board and its Chairperson regularly apprised of all significant developments including but not limited to financial, staff, programs, clients, and community.
- Draft policies for the approval of the Board and prepare procedures to implement those policies; review existing policies annually and recommend changes to the Board as appropriate.

**Organizational & Staff Oversight:**

- Oversee a staff of attorneys, paralegals, support staff and volunteers (in collaboration with the Supervising Attorneys). Provide leadership and guidance, maintain high-quality staff, foster collegiality, and respect, and support professional development.
- Lead and oversee planning for the development of organizational goals and objectives with policies and procedures that promote and facilitate the best practice goals LAM strives to achieve.
- Monitor service delivery, to assure a top-quality level of expertise, and be responsive to needs of staff and volunteers maintaining a cooperative office culture which promotes best practices, transparency, passionate representation of clients, and a shared mission and values throughout the firm including cultural receptivity and acceptance.

**Compliance:**

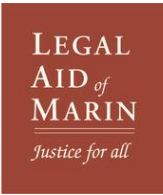
- Maintain primary responsibility for LAM's compliance with all policies, rules, regulations, and statutes set forth by the County Superior Court, the State of California, the California State Bar, the Administrative Offices of the Court, and all other relevant governing bodies.

**Community/Public Relations:**

- Serve as an ambassador to the community, cultivate relationships with groups, individuals, and organizations, develop collaborative programs, and promote the activities of the organization, its programs, and goals.
- Maintain positive working relationships with government and public officials, Administrative Office of the Courts, legislative staff, California State Bar staff, the Marin County Superior Court, auxiliary legal service providers and the press and other media.
- Represent or designate LAM representatives at local, statewide, and national workgroups, conferences, and meetings.

**Compensation and Benefits:**

Compensation ranges from \$130,000 to \$150,000, commensurate with experience. A competitive benefits package, including employer paid health insurance; generous paid vacation, sick time and holidays; flexible working options; casual, relaxed work environment; employer paid life insurance;



employer-paid dental coverage; access to generous continued education opportunities and employer-paid bar fees.

## **Equal Employment Opportunity**

Legal Aid of Marin provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breast feeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, , military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Legal Aid of Marin provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.

## **APPLICATION PROCESS:**

To be considered for this opportunity, please submit an electronic version of your resume and cover letter to [cvnl.org/apply-for-legal-aid-of-marin](http://cvnl.org/apply-for-legal-aid-of-marin)



For more information contact:

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CVNL has provided successful full-cycle executive and management recruiting on a retained basis for nonprofit organizations throughout the Bay Area for over a decade. You can learn more about our work at [cvnl.org/executive-search](http://cvnl.org/executive-search).