

The Legal Project, Inc.

Executive Director
Albany, New York

The Legal Project seeks an experienced and entrepreneurial not-for-profit leader with the demonstrated ability to cultivate and build on responsive service strategies, collaborative relationships and effective business systems to develop a fiscally vibrant organization that extends and sustains our social justice mission.

Organization

- Our mission: Providing access to the law's protections to advance the safety, stability and independence of the individuals we serve and strengthen our communities by advising, advocating for and representing individuals who have traditionally had difficulty obtaining civil legal assistance.
- We engage and support members of the legal profession in pro bono service and, working with community coalitions and partners, promote a broader public understanding of the barriers that individuals face in accessing their most basic civil rights.
- We provide representation, advice, advocacy and education in 4 core program areas (Domestic Violence, Immigration, Homeowner Protection, Legal Advice and Education),
- Founded in 1995 as an all-volunteer provider of pro bono civil legal advice and representation, The Legal Project has grown into a responsive and well-respected organization that served 35,000 people this past year, operating with a budget of just over 2 million, a staff of 30, and a pro bono panel of 250 attorneys.
- We seek a leader who understands the role that a supportive culture plays in maintaining a consistently respectful and high-quality program, positive client outcomes, strategic professional collaborations and the organization's ability to generate support.

Position

The Executive Director has overall strategic and operational responsibility for advancing The Legal Project's mission, within the vision and policy framework established by the Board of Directors. Key areas of responsibility include leading ongoing business planning and systems development; fund development and donor relations; staff and volunteer recruitment, development and retention; program planning and evaluation; fiscal management, compliance and reporting; policy advocacy and legislative relationships; branding and communications; and community collaborations and partnerships.

Leadership and Management

- Participate with the Board of Directors in developing a strategic plan and, within its framework, develop program, staffing, technology and fund development plans to guide operations
- Assess and communicate all actions based on The Legal Project's mission, values and strategic priorities, trends and conditions in the environment, and the thorough assessment of risks and benefits to the organization and our clients
- Partner with the Board to develop and support a strong governance structure and diverse mission-focused board membership, providing support (directly and by delegation) to all committees of the Board and Corporation

- Engage and energize The Legal Project’s volunteers, advisory and event committees, partnering organizations, funders and donors
- Ensure that effective systems are in place to support program, administrative and fundraising goals, drive quality improvement and communicate results to the Board, funders, donors, partners and other constituents
- Represent the organization and its values in all community interactions

Fiscal Performance and Viability

- Ensure sound fiscal policies, practices, record keeping and reporting
- Lead ongoing risk assessment and management efforts, including the regular review of insurance policies and safety practices
- Prepare a comprehensive annual budget to reflect the organization’s values, ongoing commitments, infrastructure needs and priorities for development
- Administer the funds of the organization according to the approved budget, preparing amendments as necessary
- Provide comprehensive monthly fiscal reports to the Finance Committee and Board of Directors and regularly communicate with the Finance Committee and Board regarding the organization’s cash flow and fiscal viability
- Develop and refine fiscal policies and systems to assure compliance with all legal, regulatory and ethical expectations, including the recommendations of the organization’s independent auditors

Revenue Development and Communications

- Ensure that the organization maintains adequate reserves and accumulates sources of capital from public and private funding sources to invest in its programs and the future
- Lead the development of strategic and innovative fundraising approaches to broaden the source and scope of revenues for the organization
- Work with the Development Committee to create, implement and evaluate the results of an annual fund development plan
- Develop proactive relationships with current and potential granting organizations
- Deepen and refine all aspects of communication, from web presence to external relationships, to create a strong and focused brand

Program Development, Management and Evaluation

- Maintain an awareness of continuing and emerging community needs
- Regularly assess current and proposed programs and services against consistent criteria to include mission impact, internal capacity, potential partnerships, and sustainability

Human Resources Development

- Develop and continually update HR policies and practices
- Adapt staffing and budget structure as needed to fully support proposed program expansions, administrative reporting requirements and quality improvement
- Maintain and nurture a culture that recognizes the strengths and talents of each employee, is open to change, encourages new ideas which challenge the status quo by asking “why not?”, and allows others to create organizational agility

- Engage and support volunteers and pro bono attorneys

Skills and Attributes

- Knowledge of current community challenges and opportunities relating to the mission of The Legal Project
- Clear and proactive communication style, with the ability to create an honest, respectful, and decisive work environment
- Experience with multi-faceted budgets, and the ability respond to short term shifts while maintaining balanced, long term financial strategies
- Demonstrated success cultivating donors and growing a results-oriented development effort
- A thorough understanding of the professional, statutory and ethical standards associated with administering the organization's programs and services

Qualifications:

- Bachelor's Degree
- Advanced degree preferred, with at least 5 years of executive management experience in a not-for-profit setting
- Experience in the legal field, criminal justice, human services, anti- poverty work, domestic violence, immigration or related areas

Working Conditions

- Office environment, but Executive Director's presence also required at conferences, meetings and outside events, both local and national.
- In addition to the standard work week, evenings and/or weekend work to attend Board and community meetings and represent the organization at public events.

Salary

\$100,000 to \$120,000 (with generous benefits)

The Legal Project is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

How to apply:

TPLAlbany@gmail.com

Inquiries, nominations and applications should include the following information in PDF format, sent via electronic mail only:

Cover letter, resume, three professional references.

No telephone inquiries will be considered.