

LAW Advocates Executive Director

Summary: The Executive Director reports to the Board of Directors and has overall responsibility for the leadership and management of LAW Advocates, a nonprofit entity that provides free legal services to qualified low income residents in Whatcom County via direct referral to volunteer attorneys and a host of specialized legal clinics and programs.

Essential Duties and Responsibilities: The Executive Director directs the operation of LAW Advocates in all areas, including program development, fundraising, finance, personnel, administration, and community relations, including:

- ✓ **Program Administration and Development** –regularly review mission statement and services provided, assess gaps, solve problems, measure effectiveness through statistics and soliciting feedback, monitor workload and compliance with agency policies, coordinate with other resources, make recommendations and implement improvements. Regularly assess community’s legal needs, collaborate with other agencies and the statewide pro bono network, develop, implement and maintain new programs and policies with Board direction.
- ✓ **Board Relations** – establish and maintain positive working relations with Board of Directors, regularly communicate and inform Board on agency operations, support Board’s fundraising activities, participate in strategic planning, support, orient and recognize Board members; coordinate logistics and materials for Board meetings. This person should value working with a Board that is engaged, active, and independent.
- ✓ **Bar/Bench Relations** – the “shareholders” of this organization are the individual members of the Whatcom County Bar Association (WCBA), therefore positive working relationships with the WCBA leadership team as well as the general membership is crucial to the success of the organization and this position. This requires regular communication with the Bar president, attendance at monthly Bar meetings and other functions to promote LAW Advocates.
- ✓ **Community Relations** – build and develop desired agency image as directed by Board, appear at community functions, communicate with press, network with community agencies, increase agency’s visibility.
- ✓ **Grant Development and Management** – locate grant resources, analyze impact of grant requirements on agency, obtain Board approval, draft and submit grant. If approved, manage grant to contract specifications, including reporting and other compliance obligations.
- ✓ **Fundraising**– assist Board in determining funding need, target, strategy; develop fundraising materials; assist Board in planning, executing and evaluating fundraising events, including the annual auction and fundraiser, “Lawyers Take Orders”; coordinate and oversee donor, sponsor and supporter recognition and communication.
- ✓ **Budget Development and Financial Management** – project agency’s annual revenue and expenses, consult with Board Treasurer and Executive Committee, draft proposed budget for

review and adoption by Board of Directors. Monitor budget projections throughout the year. Review and approve payment of agency expenses, sign checks, maintain fiscal control, update budget and monitor cash flow.

- ✓ **Staff and Office Management** – recruit, hire, train, and develop staff; determine and delegate work assignments, maintain strong and open communication, solicit staff’s ideas and input, evaluate staff performances, support and recognize staff in the performance of their work, advocate for staff to Board. Oversee day-to-day functioning of office including equipment needs, maintenance, insurance policies, IT issues, and facilities.
- ✓ **Continuing Legal Education (CLE) and Program Training Coordination** – create and support Whatcom County Bar Association CLE Committee,, apply for CLE credit, send out thank-you letters and oversee attendance and fiscal reporting. In addition, the ED will plan and implement agency-sponsored legal trainings for pro bono attorneys and community agencies.
- ✓ **Volunteer Management** – recruit, screen, train, and orient volunteers, match volunteer skills with agency needs, manage relationships, provide volunteer recognition.
- ✓ **Materials development** – determine need, content and budget for educational and marketing materials, oversee development, approve drafts.

Education, Skills and/or Experience:

At minimum, a bachelor’s degree is required. A law degree is preferred but not a requirement. Legal experience and/or prior experience managing a non profit, while not required, is advantageous. Must be able to think strategically about LAW Advocates priorities and help to translate these priorities into program and staff recruitment and related fundraising activities. Initiative, dependability, and strong communications skills are essential to success in this role. Must also be comfortable in a hands-on role and be able to identify legal issues, effectively deal with low income clients facing a legal emergency, and be able to develop positive referral relationships with local attorneys.

Travel:

The position is located in Bellingham, Washington. The executive director must be able to travel to attend conferences, training and other events around the state of Washington as required to acquire and maintain proficiency in fulfilling the responsibilities of the position and foster positive relationships with LAW Advocates’ statewide partners.

Salary/Benefits:

Part- to full-time exempt salaried position DOE plus health benefits. .