



## **Position Announcement – Executive Director**

### **I. About Christian Legal Aid of DC**

The Christian Legal Aid of DC (CLADC) was formed in 2007 to provide free and low-cost legal services to underprivileged members of our community and to share the love of Christ with them while doing so. During its first seven years, CLADC operated on an all-volunteer basis. In 2014, CLADC made the strategic shift to professionalize its legal service offerings by hiring paid full-time staff members. Since then, CLADC has experienced significant growth in all areas, from its budget and fundraising, to the number of clients served with an increased volunteer and supporter base. CLADC currently conducts three legal aid clinics across Washington, D.C. each month. Through these clinics and its staff, CLADC provides counseling, legal advice, brief services, and extended representation in various areas of the law with an emphasis on four core competencies: landlord/tenant; criminal record sealing/expungement; social security disability benefits (SSI/SSDI); and simple estate planning/probate.

Recent signature achievements of CLADC include:

- **Expanded Client Representation** – Since 2017, CLADC has provided legal assistance to approximately 750 individuals, including extended representation to over 150 individuals for whom it has obtained over \$600,000 in direct financial benefits.
- **Increased Funding** – CLADC has received grant funding from the DC Bar Foundation for the last four years. In 2018, CLADC received over 700 unique donations and placed 3<sup>rd</sup> overall, and 1<sup>st</sup> among small organizations, in United Way NCA's Do More 24, a 24-hour online fundraising competition in which hundreds of nonprofits in the DMV area compete for cash prizes. CLADC also receives grants or annual funding from six different churches in the District and has partnered with several other churches, as well as other Christian nonprofits, on legal clinics.
- **Enhanced Networking** – CLADC has over 1,100 subscribers on its email list and attracts close to 200 people to its two largest annual signature events, the Faith & Law Lecture and the Fall Banquet. CLADC recently became a member of the D.C. Consortium of Legal Services Providers, a coalition of 34 member organizations that provide direct legal services to low-income DC residents; and the Victim Legal Network of DC, a network that connects prospective clients with member organizations best equipped to assist them.

CLADC also values and emphasizes the spiritual component of its services and recommends that all of its Christian *pro bono* attorneys offer to pray with clients both at the outset and close of all consultations at its legal clinics. CLADC has also conducted trainings for its volunteers on how to better serve its clientele spiritually.

### **II. Position Summary**

CLADC is seeking a new Executive Director to lead the organization into its next stage of growth to further its mission. Upon hiring the new Executive Director, the current Executive Director has committed to stay on for an interim period to serve as a mentor during the transition. With a committed Board of Directors (Board), a staff of three (at full capacity), a growing and sustainable donor base, and an established core of

*pro bono* attorneys, CLADC is well positioned to continue to expand the quality and quantity of its *pro bono* legal services across the District to those most in need. The successful candidate must share CLADC's vision to thoughtfully and effectively connect the resources of the D.C. legal community with the great need for legal services among D.C.'s poorest residents in the name of Christ. The Executive Director reports directly to the Board and supervises all staff.

### **III. Key Responsibilities**

- **Vision and Strategy**: Further develop and lead implementation of CLADC's strategic plan. Work with Board, staff, and key volunteers to set clear goals aligned with CLADC's mission.
- **Program Planning and Management**: Oversee the planning, implementation and evaluation of CLADC's programs and services and ensure alignment with the organization's priorities and strategic objectives. Work with the legal director to develop an ambitious, yet realistic plan to develop CLADC's four core competencies and equip CLADC's *pro bono* attorneys to provide brief services and extended representation in said areas. Identify opportunities for new or improved programs and services where appropriate.
- **Operational Planning and Management**: Develop an operational plan that supports the goals and strategic objectives of CLADC, draft operational policies and procedures to support the proper management of the organization, and review policies and procedures periodically and recommend changes to the Board of Directors as appropriate. Identify areas of organizational risk and implement measures to effectively manage such risks.
- **Human Resources Planning and Management**: Determine staffing requirements for successful organizational management and program delivery. Ensure that volunteers receive appropriate training. Oversee implementation of human resources policies, procedures and practices. Establish a positive, health, harassment-free and safe work environment. Implement a performance management process for all staff, including monitoring of the performance of all staff, and conducting an annual performance review. Provide coaching and support to staff as appropriate to improve their performance.
- **Financial Planning and Management**: Work with the Board to prepare an annual organizational budget for Board approval. Ensure that sound bookkeeping, tax reporting, and accounting procedures are followed. Administer CLADC funds according to the approved budget, and monitor the monthly cash flow. Provide the Board of Directors with regular reports on revenue and expenses of the organization.
- **Fundraising**: Oversee fundraising efforts (with assistance from the Board and other staff and committed volunteers), including further development and ongoing management of a sustainable donor base targeted at individuals, churches, and law firms among other groups.
- **Recruitment**: Continually recruit and retain high-caliber, committed volunteers within and outside of the legal profession and the Christian community to help with legal aid clinics, fundraising, and other key initiatives of CLADC.
- **Community Engagement and Relationship Management**: Foster strategic relationships within the legal aid community and with other nonprofit organizations, particularly Christian ministries and churches by, among other things, by speaking at local churches, law firms, and law schools to promote the mission of CLADC and attending monthly meetings of the D.C. Consortium of Legal Services Providers.

### **IV. Requirements/Qualifications**

- Mature, orthodox Christian faith as defined by the Apostle's Creed
- Seven to ten years of relevant work experience is preferred, ideally in a legal services or law firm setting

- Bachelor's degree required; applicants do not need to be attorneys; however, a Juris Doctor degree is preferred, as is membership, or current eligibility for membership, with the DC Bar
- Strong leadership skills for leading a nonprofit organization and being a spiritual leader; experience supervising others preferred
- Exceptional communication skills (written, verbal and otherwise)
- Strategic thinking with the ability to translate organizational vision into concrete goals, establish clear priorities, monitor implementation of goals, and adapt to changes in circumstances
- Experience cultivating and stewarding funding relationships, including experience with diversifying funding streams, is preferred
- A self-starter with strong initiative who embraces autonomy and is comfortable with an unstructured daily schedule
- Highest levels of personal and professional integrity and humility

#### **V. Salary and Benefits**

- Competitive salary commensurate with relevant experience;
- Healthcare coverage;
- Federal holidays off; and
- Paid vacation and sick leave

#### **VI. How to Apply**

Submit a cover letter and resume via email with “CLADC Executive Director Application” in the subject line to:

- Robert G. Rose, Executive Director – [rob.rose@christianlegalaid-dc.org](mailto:rob.rose@christianlegalaid-dc.org); and
- Jonathan Ng, Board Chair – [jonathan.ng@christianlegalaid-dc.org](mailto:jonathan.ng@christianlegalaid-dc.org)

Applicants may also submit a list of references (preferably including one pastoral reference).