

## Legal Aid Justice Center Seeks an Executive Director

The Legal Aid Justice Center seeks an Executive Director to lead our nationally recognized law firm dedicated to serving low-income households, from our headquarters in Charlottesville, Virginia. Alex R. Gulotta, who has served as Executor Director for 19 years, will depart at the end of 2013.

The next Executive Director will join the Legal Aid Justice Center at a time of great opportunity. By producing outstanding results for more than 45 years, we have developed a national reputation for excellence. Six of our attorneys have received national awards for their efforts. Our next Executive Director will enjoy the dual opportunities of building upon the Legal Aid Justice Center's strengths and accomplishments, while also creating new and expanded areas for advocacy.

### The Executive Director will be responsible for:

- Articulating a clear strategic vision;
- Placing the best interests of clients at the forefront of all decisions;
- Ensuring the firm continues to provide high quality legal assistance;
- Holding the organization accountable to its mission, Board, clients, and funders;
- Securing the organization's stability through sound financial planning and management;
- Developing relationships to secure additional public and private financial support;
- Recruiting and retaining high-quality staff;
- Expanding the *pro bono* resources available to clients; and,
- Maintaining Legal Aid Justice Center's leadership role among national advocacy organizations.

### The Executive Director must:

- Be a licensed attorney in good standing;
- Passionately advocate for the legal rights of low-income persons;
- Possess exceptional leadership skills;
- Have substantial management experience in a successful legal services or similar organization;
- Demonstrate a track record of securing major gifts;
- Possess a proven ability to build new relationships and shepherd existing financial supporters;
- Serve as an effective ambassador for the Legal Aid Justice Center's public and key stakeholders;
- Exhibit excellent communication skills and the ability to inspire the trust and confidence of the organization, public, and client communities; and,
- Convey integrity, courage, intelligence, creativity, energy and humor equal to the challenges of this demanding position.

## APPLICATION PROCESS

Screening of applicants begins immediately and will continue until the time of selection. To receive full consideration, you are encouraged to submit your application materials by November 16, 2013. Please submit a letter expressing your interest in the position, your qualifications for the job, and what you hope to contribute to the organization's future. Please include a resume and the names and contact information for at least three professional references.

We aim to make a final decision in December, 2013, and to have the successful candidate join the organization in early 2014.

Materials should be emailed to [ExecutiveSearch@justice4all.org](mailto:ExecutiveSearch@justice4all.org) and a hard copy should be mailed to: Executive Search, Legal Aid Justice Center, 1000 Preston Avenue, Charlottesville, Virginia, 22903.

Salary depends on experience based on a competitive public interest salary scale. Benefits include a generous leave policy, excellent family health insurance, life & disability insurance, and a 403(b) plan.

**About Legal Aid Justice Center:** The Legal Aid Justice Center provides legal representation for low-income individuals in Virginia. Our mission is to serve those in our communities who have the least access to legal resources. The Legal Aid Justice Center provides a full range of services to our clients, and our services do not stop with the resolution of individual cases. Through local and statewide organizing, education, and advocacy, we also address the root causes of the injustice and exploitation that keep our clients in poverty. We encourage diversity, value unique voices, pursue our goals with passion, and enjoy having fun while working for the public interest.

**The Board of Directors:** The Board's membership includes leaders from some of Virginia's most prominent law firms as well as persons financially eligible to receive services. The Board effectively governs the organization while allowing staff to manage the day-to-day operations. The Board takes seriously its governance obligations and fundraising duties. In conjunction with the development staff and an *ad hoc* campaign advisory council, the Board raises \$700,000 annually in private donations.

**The Leadership Team:** The Leadership team includes the Director of Advocacy, *Pro Bono* Director, the Legal Director of each of our 3 main programs, the Managing Attorney of each office, our Organizer Coordinator, and a representative of our Development and Finance team.

**The Staff:** The staff is diverse and consists of approximately 40 employees including 23 attorneys. Many of the attorneys are bilingual; approximately one-half have more than 10 years of practice experience and less than one-quarter have less than five years of experience. Through our clinical programs, a number of staff members serve as Adjunct Faculty at the University of Virginia School of Law. The Legal Aid Justice Center is committed to recruiting and retaining high quality staff and recognizes its duty to cultivate a new generation of public interest advocates.

**The Regional Offices:** Legal Aid Justice Center operates offices in Charlottesville, Falls Church (metro DC), Petersburg and Richmond. Our headquarters is in Charlottesville, Virginia, a charming city of 45,000 (metro area population is 200,000) nestled in the foothills of the Blue Ridge Mountains, home of the University of Virginia, and a thriving hub for arts and culture in the region.

**READ MORE ABOUT OUR WORK AT:** [www.justice4all.org](http://www.justice4all.org)