

Deputy Director of Operations

Legal Aid Justice Center

Richmond, Falls Church, or Charlottesville

About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized, non-profit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice. Founded in 1967, LAJC provides services in four program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. With a budget of \$9.3 million and operating out of four physical offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC's team of 84 humans boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

About the Position

The Legal Aid Justice Center is a dynamic racial justice organization, whose budget and staff has doubled in recent years and whose programs continue to expand in complexity, impact, and reach. LAJC is seeking a Deputy Director of Operations (DDO) to help shape and support the growth of the organization. Working in close partnership with our Executive Director, Deputy Director of Advocacy, and senior leadership team, the DDO will design and build systems to provide infrastructure and support to our advocates in achieving an ambitious community-driven agenda in pursuit of racial, economic, and social justice.

Job Duties

The Deputy Director of Operations is responsible for overseeing the strategic, administrative, and people operations that support the growth and financial health of the organization. Reporting to the Executive Director, the DDO will manage the strategic direction of administrative activities, including finance, human resources, and operations.

Responsibilities of the Deputy Director of Operations will include:

Organizational Growth Planning and Capacity Building:

- As a growing organization this position will work to ensure that our infrastructure, systems, internal culture, and policies reflect our values while also managing our complexity.
- Track and map complex projects and program areas to offer strategic analysis to help the team identify points of interconnectedness and co-create supporting practices and processes.
- Directly supervise the directors and managers responsible for finance, operations, human resources/people operations, and be accountable for success of the work in these areas.

Financial Management:

- Strategic management of LAJC's financial, budgeting, and administrative processes with an eye to continuously developing and improving systems and ensuring financial and other agreed upon targets are met.
- Ensuring compliance with generally accepted accounting principles (GAAP), applicable governmental regulations and accreditation standards for non-profits, financial reporting requirements for external bodies (e.g., Federal government, grantors and banking partners), annual audit and tax returns, and annual operating budget process.
- Provide strategic analysis of financial results and their impact on operations in an accurate and timely manner.

People Operations and Human Resources:

- Oversee human resources/people operations, including managing growth and ensuring the ongoing recruitment, professional development, and human resource management required to build and lead a diverse, values-driven, innovative, and high-performing team.
- Maintain and model unwavering commitment to racial equity and anti-racist practices by welcoming and inviting the examination of tensions and utilizing an equity lens to assure commitment and application of LAJC's values with internal staff, external partnerships, and the communities we serve.

Operations, Technology, and Facilities:

- Oversee effective operations, including ensuring effective, secure, and efficient organizational systems, technology, processes, and practices.
- Manage leases, office space, and properties, including expanding into new locations as strategy dictates.

Senior Leadership:

- Be a strategic collaborator and thought partner to the Executive Director, Deputy Director of Advocacy, and Leadership Team overall.
- Clearly communicate periodic financial and other reports and analysis to the Board and Leadership Team.

Required Qualifications

While this position leads several key areas of our work, it is not our expectation that candidates have a mastery across all areas; instead, we encourage candidates to apply who have self-awareness and humility around areas they will need to grow in and the motivation and drive to lead the learning required to hit the ground running.

- Minimum of 8 years of experience in an administrative, operations, human resources, financial management, or related role.
- Minimum 5 years of experience in a senior or management role (service, civil rights, or similar nonprofit organization strongly preferred).
- Excellent analytical and strategic planning skills, including the ability to read, analyze, and interpret complex financial reports; and the ability to make sound business decisions based on data and statistics.

- Approach leadership with a mindset of “power with” rather than “power over” and regularly include others in decision-making.
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills that support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to work with diverse stakeholders.
- Excellent judgment and creative problem-solving, negotiation, and conflict resolution skills.
- Commitment to our mission and values, which include racial, social, and economic justice.
- Experience working with BIPOC communities and gender diverse people/communities.
- Passion for being a part of and working to deepen our organizational practices and culture as an empowering, inclusive, supportive workplace for people of color and others who face systemic oppression.
- A high level of independence and good judgment.
- Strong organizational, project, and time management skills.
- Sense of humor and a commitment to a diverse, collaborative work environment.

Location

Will work in an office of LAJC to include Richmond, Falls Church, or Charlottesville, Virginia. LAJC’s culture and technology support virtual meetings, but regular travel to current and future office locations will be necessary.

*Currently, all offices are closed to the public. This position will operate remotely until our offices resume in-person operation. The new DDO will have 6 months from the date we return to in-person work to relocate. *

Application Deadline

September 22nd, 2021. We accept applications on a rolling basis and encourage candidates to apply as soon as possible.

Salary

Salary range is \$95,000 to \$120,000 depending on experience and qualifications and LAJC’s salary scale.

Benefits

Our mission is compelling, and our team members are passionate about their work, and so we recognize the need to provide generous benefits and encourage rest and a healthy work environment. For example, we provide:

- Generous paid time off every year, including 3 to 6 weeks of vacation, 12 days of health leave, 6 weeks parental leave, and 14 holidays (not including bonus holidays/rest days allocated as needed)
- 100% employer paid health, dental, and vision insurance, plus excellent family insurance with annual max of \$2,400 premium contribution to LAJC-sponsored health plan
- 403(b) retirement plan with 4% employer contribution (no required match)
- Strong commitment to professional development
- Relocation package

**Application
Instructions**

[The Spark Mill](#) is conducting LAJC's Deputy Director of Operations search. The Spark Mill is a Consulting Firm that supports organizations through change, champions diversity, equity, and inclusion while supporting agencies with strategic planning initiatives, change management, and people operations.

Please submit resume, cover letter, and three references by [filling out this form](#). We will not contact references until later in the hiring process, and not without your permission. Applications will be reviewed until September 22nd, with phone screenings following soon after.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.