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## Executive Director

**Location:** United States

**Type:** Full Time

**Min. Experience:** Executive

### **Community Legal Services of Philadelphia Seeks an Executive Director**

Community Legal Services of Philadelphia seeks an Executive Director to lead our nationally recognized civil legal aid organization, dedicated to providing excellent legal services and advocacy on behalf of low income Philadelphians. Catherine C. Carr, Esq., who has served as Executive Director for 20 years, will step down on July 1, 2015. The next Executive Director will join CLS at a time of great stability and success. By producing outstanding results for almost 50 years, CLS has developed a national reputation for excellence and is a leader both in providing individual representation to low income people in need, and in pursuing zealous and creative advocacy for systemic change to address the problems faced by low income communities, and poverty in Philadelphia and beyond.

### **The Executive Director will be responsible for**

- Leading ongoing planning efforts and implementation of an articulated strategic vision to ensure the continued thoughtful development of CLS programs and policies;
- Engaging and inspiring staff members, board members, clients and other stakeholders in development and implementation of the organizational mission, including its work to address poverty;
- Maintaining a strategic and thoughtful balance of programmatic work between individual client assistance and systemic advocacy to address systemic problems related to poverty;
- Ensuring the continued provision of high quality legal assistance and effective systemic advocacy, with an emphasis on excellence and creativity;
- Hiring, supervising, evaluating, and meeting regularly with the legal management team to provide direction, advice and oversight as appropriate;
- Ensuring compliance with funder expectations and contractual and grant requirements;
- Protecting the organization from interference with attorney/client relationships and ensuring client interests and legal ethics are given the highest priority at all times;

- Leading and maintaining a mid-size staff firm, development and retention program with an emphasis on diversity;
- Protecting and maintaining CLS' culture as one of transparency, integrity, inclusiveness, openness and support for clients, staff, Board members and supporters;
- Maintaining CLS' leadership role among city, state and national poverty advocacy organizations and coordinating its work with those groups;
- Ensuring the organization's financial health and stability by developing and maintaining sound financial planning and management systems, including preparation of budgets and oversight of financial systems and controls;
- Ensuring the long-term sustainability of CLS through active leadership of a diversified resource development program focused on individual and law firm gifts, foundation grants, and government grants and contracts;
- Serving as an effective ambassador for CLS' public and key stakeholders;
- Maintaining and growing an effective communications program designed to continually enhance CLS' profile in philanthropic and legal communities, including the development of high quality annual reports; and
- Coordinating organizational goals, visions and activities with its sister organization, Philadelphia Legal Assistance, so as to establish a unified system of delivering legal services to eligible clients.

### **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 fundraising success;
- Possess a proven ability to build new relationships and shepherd existing financial supporters;
- Exhibit excellent communication skills and the ability to inspire the trust and confidence of the organization, public, and client communities;
- Demonstrate experience in nonprofit budgeting, compliance, finance and fiscal controls;
- Have experience in building a team environment, encouraging professional development of staff, and supporting staff in the program's work; and
- Convey vision, 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 April 30, 2015**, or sooner if possible. 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 résumé and the names and contact information for three professional references.

We aim to have the successful candidate join the organization in June in order to facilitate a smooth transition.

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 Community Legal Services:** CLS provides legal representation for low-income individuals in Philadelphia. Our mission is to help low-income Philadelphia residents

obtain equal access to justice by providing them with advice and representation in civil legal matters; advocating for their legal rights; and conducting community education about the legal issues that affect them. CLS provides a full range of services to our clients, and our services go far beyond resolution of individual cases. Through local and statewide education, and advocacy, we address the root causes of the injustice and exploitation that keep our clients in poverty. CLS has a total budget of about \$10.5 million in the current fiscal year with revenues from a wide variety of public and private sources.

**The Board of Directors:** The Board's membership includes both practicing attorneys and people who are 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. CLS and PLA have an overlapping Board structure in which most Board members serve on both organizations; each may each have up to three members who serve on only one Board.

**The Leadership Team:** Supporting the Executive Director, the Leadership team includes the Deputy Director; the Directors of Finance, Operations, and Development; the Litigation Director; and the Managing Attorneys for the legal units.

**The Staff:** The staff is diverse and consists of approximately 100 employees including 48 attorneys. CLS is divided into eight legal units, each with a different legal expertise. The eight units are Public Benefits, Housing, Employment, Family Advocacy, Energy, Aging and Disabilities, Language Access, and Homeownership and Consumer Law. CLS is committed to recruiting and retaining high quality staff and embraces its duty to cultivate a new generation of public interest advocates.

**The Offices:** Community Legal Services' headquarters is in Center City Philadelphia, a block from City Hall and close to many courts. About one-third of the staff is at the North Philadelphia Law Center, a new CLS-owned building at the transportation hub of North Broad Street and Erie Avenue.

For questions contact Lauren Dow at 215-981-3744 or [ldow@clsphila.org](mailto:ldow@clsphila.org).