



# Legal Aid Society

NORTHEASTERN NEW YORK

## Job Announcement Executive Director Legal Aid Society of Northeastern New York, Inc.

**The Legal Aid Society (LASNNY) seeks an outstanding strategic and collaborative leader to serve as its next Executive Director.**

The Legal Aid Society of Northeastern New York provides urgently-needed civil legal help to low-income clients in 16 counties in Northeastern New York State. Our advocates fight for fairness, dignity, and justice for those living in poverty, and for a society which is inclusive and equitable for all. We transform lives, build community and empower people by using the law to address individual and systemic wrongs and inequities.

The Executive Director has the opportunity to lead our exceptional staff of over 110 people, including a strong team of managers and senior leaders. We have grown significantly over the years – our current budget is approximately \$17 million/year – giving us a solid base for further growth to meet the needs of our client populations.

***This position is an excellent opportunity for a leader, team-builder, connector and communicator who is passionate about the delivery of justice to marginalized communities.***

### More about LASNNY:

The Legal Aid Society of Northeastern New York is a nonprofit law firm providing free assistance and representation to low-income people in civil (not criminal) cases – handling over 12,000 cases each year. Our work includes impact advocacy to effect systemic change in our community. Our staff are highly skilled, committed individuals who are experts in the practice of poverty law. We help people across a broad spectrum of legal issues, including family law, housing law, public benefits law, and consumer law. Our special projects include work that addresses the needs of survivors of domestic violence; people living with HIV/AIDS; children; people who are victims of crimes; people with disabilities; people facing foreclosure; seniors; and people re-entering their communities after involvement with the justice system.

LASNNY's staff serve our clients from our six offices in Amsterdam, Canton, Gloversville, Plattsburgh, Saratoga Springs, and Albany (our largest office). Our service model includes community-based lawyering and partnership with numerous community partners including social service agencies, the judiciary and the private bar, state and local government, and educational institutions. We have a deep commitment to building diversity, equity, inclusion and belonging both internally and through our work for our clients.

LASNNY has a 24-member Board of Directors that includes both lawyers working in our geographic service area and people who are eligible for LASNNY's services.

For more information about LASSNY, visit: [www.lasnny.org](http://www.lasnny.org)

## About the Executive Director position:

LASNNY's Executive Director is responsible for:

### *Services & Advocacy*

- Through direct supervision of the Deputy Directors, Advocacy Director, Chief Diversity Officer/Race Equity Director (CDO/RED) and Private Attorney Involvement (PAI) Director oversee the delivery of high-quality legal services to eligible clients
- Ensure the development and implementation of mission-based programs and services that meet the legal needs of targeted populations in the catchment area
- Actively participate in membership associations, task forces and coalitions that are of value to the LASNNY's mission, services, and capacity building
- With the CDO/RED and Deputy Directors oversee the program's engagement with the community including communities of color
- Provide agency-wide leadership, working closely with the Deputy Directors, CDO/RED, Advocacy Director and internal work groups to implement impact and race equity advocacy work
- Develop collaborations with community-based organizations and local coalitions, including those that will further LASNNY's race equity priority
- Create and pursue strategic opportunities for collaboration with other not-for-profit legal providers and for-profit law offices.

### *Race Equity and Diversity Equity and Inclusion (DEI) Work*

- Supervise and support the CDO/RED in implementing LASNNY's race equity priorities
- Provide and ensure adequate and ongoing resources for DEI activities and training
- Lead, support, and supervise community engagement with local BIPOC-led organizations
- Promote and model a respectful, welcoming and inclusive culture within LASNNY.

### *Governance, General Policies and Corporate Compliance, and Strategic Positioning*

- Support and guide the Board of Directors and its Committees
- Develop corporate compliance and operational procedures in accordance with Board policy, applicable laws, regulations and contractual obligations
- Assist the Board in developing and implementing strategic positioning and actions.

- Develop annual organizational goals and reporting to the Board and its leadership in progress towards those goals.

### ***Human Resources***

- Select, support and supervise senior leadership and management
- Lead and manage the Executive Management Team including setting team goals and supporting the team in its coordination, communication, and work towards its goals
- Achieve organizational talent acquisition and development both directly and through senior leadership and management
- Maintain a positive, respectful, equitable and safe workplace environment that attracts, retains, and motivates top quality/diverse people
- Ensure the development and maintenance of organizational policies, and maintain a strong working relationship with the staff union
- Ensure organizational resilience including leadership development and succession plans.

### ***Financial Management***

- Supervise the fiscal staff, and ensure that the day-to-day fiscal affairs of the organization, including cash management, are managed with the highest integrity with respect to fiduciary responsibilities, LSC regulations, Uniform Guidance, GAAP accounting, and Board policy
- Oversee the development of the organization's annual budget and revisions, and ensure regular tracking and reporting of fiscal performance against budget
- Ensure strong organizational accounting practices.

### ***Community Relations & Resource Development***

- Oversee LASNNY's fundraising and actively engage and energize volunteers, Board members, event committees, community partners, and local state and national funders.
- Serve, along with the Board Chair, as the primary spokespeople for the organization
- Ensure and support a strong process to maintain and develop diverse funding sources, and support reporting and compliance to ensure strong relationships with funders.

### **Desired qualifications of the Executive Director:**

- Membership in the New York State Bar, or eligible for admission
- Demonstrated passionate commitment to equal justice for all
- An established record of organizational leadership, resource development and personnel management
- A demonstrated commitment and record of success in building race equity, cultural humility and a diverse and inclusive workplace
- Experience leading an organization with unionized staff
- Skill in building and supporting teams and collaborations, and the ability to make decisions as appropriate.
- Excellent written and verbal communication skills
- Ability to work effectively with a broad range of stakeholders including bar associations, judiciary, social services agencies, funders, and community groups and their leaders, and a commitment to elevating the voices of client communities

- Ability to manage wide-ranging responsibilities and to assist others in managing their responsibilities in a demanding environment
- Experience in oversight and management of a large organizational budget
- Significant experience protecting and advancing the rights of marginalized and disadvantaged populations
- Experience in developing and maintaining revenue streams
- Ability to work effectively with a volunteer Board of Directors.

## Compensation

The salary for the Executive Director is budgeted from \$150,000 - \$190,000, depending on experience. The Executive Director is also offered excellent benefits, including health and retirement benefits.

## Application Process:

Applications will be accepted until the position is filled. To receive full consideration, candidates are urged to submit their application **by July 30, 2022**.

Applicants should e-mail a resume with a cover letter that explains why you are interested in the Executive Director position, and why you feel you could be successful in the position. **Applications should be e-mailed to [EDHiring@LASNNY.org](mailto:EDHiring@LASNNY.org).**

*LASNNY is committed to the creation of an inclusive and diverse workplace and providing Equal Employment Opportunity/Affirmative Action to all applicants. We seek to build diversity, equity, inclusion and belonging within our organization, and in partnership and allyship with the communities we serve. We strongly encourage applications from women, BIPOC, LGBTQ persons, protected veterans, applicants and recipients of public assistance, the elderly and people with disabilities.*