

Recruitment Profile

for the position of

Executive Director



**Los Angeles
Center for
Law and Justice**

Los Angeles Center for Law and Justice

Los Angeles, CA

NOVEMBER 2022

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

Title: Executive Director

Organization: Los Angeles Center for Law and Justice

Reports to: Board of Directors

Location: Los Angeles, CA

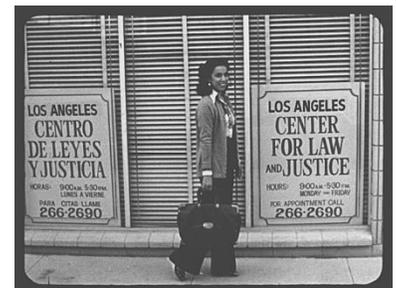
ORGANIZATION & OPPORTUNITY:

The Los Angeles Center for Law & Justice (LACLJ) provides free legal services and wrap-around social programs and support to survivors of domestic violence and sexual assault in Los Angeles County. The mission of LACLJ is to secure justice for survivors of domestic violence and sexual assault, and to empower them to create their own futures.

LACLJ is unique among nonprofit legal service organizations in that its [Community Advocacy](#) and support services are integrated into its core legal services, primarily family and immigration law. It is also unique in its focus on survivors and its commitment to serving clients in a holistic, trauma-informed, culturally responsive, and collaborative way:

- **Holistic:** recognizes that the client is part of many systems, such as family and community, social services, and various legal systems.
- **Trauma-Informed:** provides service in a way that is accessible and appropriate for survivors of trauma, respecting and responding to the effects of trauma at all points in the process.
- **Culturally Responsive:** respects that the client’s experience is influenced by their cultural, religious, social, socio-economic, and historical customs, beliefs, values, and community and that each one is a unique person who may identify with intersecting cultures.
- **Collaborative:** acknowledges that the client is the expert on their lived experience, the nature of the problem, the acceptable solutions, and the measure of success.

Founded in 1973, LACLJ has been providing legal services and advocacy to low-income, primarily immigrant and Latinx populations, for almost 50 years. In its early days, the organization played a historic role on a range of social justice issues related to racial discrimination, police brutality, school desegregation, and the illegal, involuntary sterilization of Latina women. Over time, the agency added additional direct support services and, beginning in the late 1990’s, greatly honed and expanded its legal work on behalf of survivors of domestic violence.



In recent years, the organization has sharpened its focus even further to providing legal and social services to survivors of sexual violence, domestic abuse and, most recently, human trafficking. In addition to its free services, LACLJ is an active advocate on criminal and civil justice issues (such as housing, education, and employment) and is a respected voice for family law in the appellate court system.

LACLJ has a current staff of about 40 people (inclusive of a 25-person legal team), and an annual operating budget over \$4 million. Roughly 85% of LACLJ’s funding comes from public grants and contracts. The organization is overseen by a 27-person Board of Directors, and additionally supported by a 32-person, volunteer Leadership Council. The new Executive Director will step into an organization with a tight-knit professional staff, a reputation for delivering on behalf of its clients, and solid relationships with funding agencies. It is also an organization eager to develop and implement a new strategic plan, elevate its brand and visibility, and significantly increase private funding. It is an ideal opportunity for an experienced executive leader with personal passion and connection to LACLJ’s mission and a vision for sustainable growth and expansion.

Please visit www.laclj.org/ for more information

PROGRAMS/SERVICES **HIGHLIGHTS**

Legal Services:

Legal representation for survivors in Family Law & Immigration matters.

Victim Advocacy:

Victims' rights advocacy in the criminal justice system, homelessness prevention, and public benefits access.

Community Advocacy

Supportive services such as education, linkages to community resources, safety planning, and court accompaniment.

Shriver Custody Project

Legal representation to low-income parents in high-conflict custody disputes.

Impact Litigation, Policy & Advocacy

Appeals, amicus briefs, and support letters published to help families and survivors throughout the state of California.

For more information visit

<https://www.laclj.org/our-work/>

REPORTING:

Reports to the Board of Directors. Oversees a staff of 40 people with the following direct reports: Director of Legal Services, Director of Grants & Contracts, Director of Development, and Director of Finance.

THE POSITION:

The Executive Director will assume primary operating and oversight responsibility for LACLJ and will work closely with Board, Staff, and community partners to advance the organization's work and mission. They will have ultimate responsibility for strategic, operational, administrative, and financial stewardship, in concert with the Board of Directors, and will actively engage internal and external stakeholders in creating a shared vision for the future.

This executive leader will provide motivational leadership to LACLJ with a focus on the following organizational priorities:

- Work with Board, Staff, and Stakeholders to develop and implement a new, multi-year strategic plan
- Ensure ongoing financial sustainability through growth and diversification of fundraising programs, capacity, and results
- Steward the organization on a path of strategic growth, aligning programs, services, and staffing to revenue and community need
- Lead efforts to raise visibility, awareness, and understanding of LACLJ's work and accomplishments with key audiences
- Strengthen and improve internal systems and structures that support people, programs, and organizational growth

The Executive Director will also function as a primary representative of LACLJ, its mission, and the communities it serves at public events, in the media, with policy makers, and in coalition with other allied community organizations and leaders.

POSITION RESPONSIBILITIES:

[NOTE: It is understood that no single candidate will have equal expertise in all the areas of responsibility below. Successful candidates will possess a compelling combination of many of them and the self-awareness and wisdom to leverage existing and/or new resources in the area(s) where they lack personal mastery.]

1. Organizational Leadership & Development

- Lead long-range visioning and strategic planning in partnership with the Board of Directors, actively engaging staff, volunteers, community, and stakeholders in this work;
- Inspire, motivate, and lead a team of committed and engaged professionals to realize LACLJ's mission, vision, and short- and long-term strategic goals;
- Develop and improve organizational infrastructure – including business processes, systems, policies, and tools – to maximize efficiency and support current and future growth.

2. Fundraising & Revenue Diversification

- Lead the organization in creating a culture of philanthropy and deepening understanding of philanthropic fundraising at all levels;
- Develop and implement a strategic development plan to expand private fundraising and diversify revenue streams;

- Manage and support the work of the Director of Development, the Development Team, and the Development Committee of the Board to ensure all fundraising goals are met or exceeded;
- Maintain positive relationships with key individual and institutional funders;
- Proactively identify creative fundraising and revenue-generating opportunities.

3. Staff Support & Professional Development

- Advance an inclusive, performance- and wellness-based culture that is collaborative, transparent, and respectful/affirming of all backgrounds and identities;
- Maintain a professional climate that supports staff in setting and achieving goals while attracting and retaining top-quality staff;
- Revise organizational structures, roles, responsibilities, and job descriptions – as necessary and within budget parameters – to maximize capacity and impact;
- Create professional development plans for team members that provide opportunities for continued learning, training, and advancement, and build a leadership pipeline for LACLJ.

4. Financial & Administrative Oversight

- Provide transparent fiscal stewardship of the organization, proactively developing and managing financial resources to ensure its fiscal health;
- Work with the Finance Director and Finance Committee of the Board to prepare, propose, and gain approval (by the full Board of Directors) of annual budgets that prioritize growth and fiscal responsibility;
- Lead the establishment of human resources policies, procedures, and practices that support effective people strategies, as well as the recruitment, selection, employment, and management of employees;
- Ensure the organization has the technology, systems, infrastructure, and financial controls necessary to continue providing effective and high-quality services to clients.

5. Community Engagement & External Relations

- Be an engaged leader, active participant, and committed ally in collaborative partnerships, networks, and events that prioritize the needs of the LACLJ's clients;
- Nurture and develop relationships with community leaders, government agencies, partner organizations, elected officials, appointed policy makers, and other external stakeholders;
- Pursue, deepen, and strengthen relationships within the survivor community and among those organizations and individuals advocating for survivors;
- Create opportunities for staff and Board to engage and participate in advocacy that will strengthen LACLJ's reputation, visibility, and presence.

6. Board Relations & Management

- Collaborate with and support the Board of Directors in fulfilling its governance and fiduciary roles;
- Partner with the Board and its various Board Committees/Chairs to develop strategic vision and identify areas of growth;
- Report regularly and transparently to the Board to provide insight and awareness into operational, financial, and programmatic progress and challenges;
- Support the development of strong Board recruitment, retention, training, and accountability efforts.

CANDIDATE PROFILE

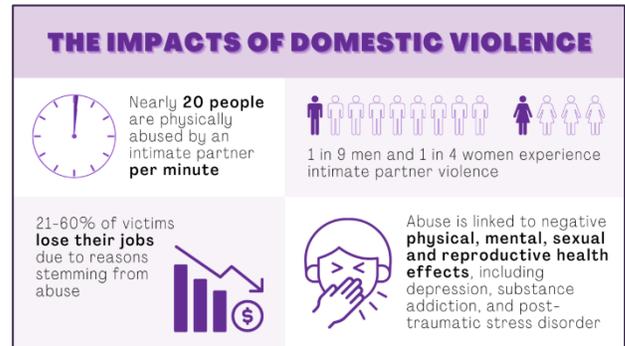
The new Executive Director of LACLJ will be an experienced, passionate, and mission-driven leader with a proven commitment to justice and self-determination for survivors of domestic abuse and sexual assault. Candidates for this position will be motivated by a keen sense of social justice and have a demonstrated commitment to advocating on behalf of marginalized individuals and communities like those LACLJ serves. They should have an inclusive and transparent management style and the ability to lead an organization committed to expanding its market presence, serving ever more clients, and raising awareness and visibility of its work and impact. Successful candidates will also have the leadership and visioning skills to identify growth and change opportunities for LACLJ,

particularly in recognizing and addressing the barriers faced by survivors (often immigrants and Spanish speakers) in navigating complex legal and social service systems.

QUALIFICATIONS:

Required Skills and Experience:

- Minimum of 8 to 10 years of senior management experience that includes executive leadership (CEO, Executive Director, Deputy Director, or similar); preferably in a nonprofit organization that provides direct services and support to marginalized individuals and communities;
- History of achieving organizational growth and improvement in the context of a stated mission and strategic objectives;
- Track record of success and innovation in fundraising, revenue development, and diversifying funding sources to ensure financial sustainability;
- Excellent people and team management skills with proven ability to positively coach and mentor staff, provide opportunities for professional development, and ensure accountability for results and outcomes;
- Financial oversight and budget management experience in an organization of comparable size and complexity (and with similar funding sources);
- Outstanding public speaking, writing, and communication skills, and experience acting as the authentic voice and face of an organization and the people it serves;
- Personal history of bringing a trauma-informed approach to leadership, and to sustaining a supportive, wellness-centered organizational culture for staff and clients;
- Ability to cultivate strategic and authentic relationships with other nonprofits, community organizations, public officials, and impacted communities.



Desired Skills and Experience

- Previous leadership experience in a legal, immigration, sexual assault/domestic violence, youth & family services, or similar direct service organization;
- Content expertise and/or program experience in one or more of the legal or social services areas LACLJ provides;
- Understanding of/previous participation in setting human resource practices, policies, and employee relations;
- Training, education, or experience in marketing, branding, public relations, and external communications;
- Undergraduate degree plus Master's degree in Nonprofit Management, Business Administration, Social Work, or related field (or equivalent lived and professional experience) is preferred;
- While not required, a J.D. and/or professional legal experience may provide an additional benefit.

Personal Characteristics

- Strong personal connection to and passion for the work and mission of LACLJ;
- Demonstrated understanding and commitment to the people and communities LACLJ serves;
- Strong interpersonal skills and high level of emotional intelligence;
- Effective communication and active listening abilities;
- Humility and self-awareness and a genuine desire to empower and uplift others;
- Comfortable and effective with distributed leadership and collaborative decision making;
- Creativity and flexibility in creating an inclusive vision for an organization and its constituents;
- Transparent leadership style with the ability to manage across groups of varying identities, backgrounds, socio-economic positions, and lived/professional experience;

- Accessible, relatable, authentic, and personable;
- Values and champions a culture of professionalism, shared leadership, and accountability.

COMPENSATION AND BENEFITS:

LACLJ is offering a comprehensive compensation package consisting of a base salary in the range of \$160,000 to \$200,000 – depending on skills and experience – and full benefits. Benefits include health, dental, and vision insurance (with 100% of premium costs for employees covered by LACLJ); generous, self-directed PTO (vacation and wellness days); a 403b retirement savings plan (contributions are currently not matched by employer); flexible work schedule; and winter break between Christmas & New Year’s Day. LACLJ staff primarily work virtually/remotely, though they attend court, community meetings, and events in person as necessary.

TO APPLY:

Inquiries, nominations, or applications (including a resume and cover letter framing interest and fit with this Recruitment Profile) can be sent in confidence, to search@kevinchasesearch.com. We are pleased to answer any questions or supply further information.

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Los Angeles Center for Law and Justice. LACLJ is an equal opportunity employer; a diverse workforce and inclusive culture are core values. LACLJ and Kevin Chase Executive Search Group welcome applications from all qualified individuals without regard to race, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, ability, or veteran status.

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All inquiries or referrals will be held in strict confidence.

Please note education, dates of employment, and other information provided will be verified, and a background/security check completed, as part of the recruitment process.