



Position Description

EXECUTIVE DIRECTOR

NEIGHBORHOOD LEGAL SERVICES PROGRAM OF THE DISTRICT OF COLUMBIA

The Neighborhood Legal Services Program of the District of Columbia (NLSP) seeks a talented, highly motivated individual to be NLSP's Executive Director ("ED"). The ED is responsible for the overall operation of the program, which includes advancement of NLSP's mission; resource development; regulatory compliance (including with Legal Services Corporation rules); financial oversight; hiring and professional development of staff; and collaboration with others in the Washington D.C. advocacy community (including bar associations, other legal and social service providers, the courts, client organizations, community groups, and business leaders).

The Executive Director reports to an engaged and diverse NLSP Board of Directors.

POSITION REQUIREMENTS

1. Demonstrated commitment to NLSP's mission.
2. Substantial experience in managing an organization with a purpose and scope comparable to NLSP, including overseeing the organization's financial matters.
3. Demonstrated ability to work well with others in a collegial, dynamic environment.
4. Strong legal experience to help guide and contribute to NLSP's legal program.
5. Excellent written and verbal communication skills.
6. A law degree from an accredited U.S. law school; active, good-standing status with a bar association in the U.S; and eligibility to become a member of the District of Columbia Bar.

PRIMARY RESPONSIBILITIES

Following are the Executive Director's primary responsibilities:

Leadership

- Provide a clear, focused vision that advances NLSP's mission through programming and organizational development.
- Conduct effective, ongoing strategic planning.
- Foster and lead a strong team of senior NLSP personnel.
- Ensure the implementation of a diversified and robust resource development program, including grant seeking, individual and corporate fundraising, and events.



- Nurture and increase collaborative relationships with others in the D.C. legal-advocacy community and with community-based organizations.
- Promote NLSP and its mission in the public arena.

Management and Programming

- Direct the overall operations of the program in compliance with NLSP's mission, relevant laws, Board policies, requirements of funding sources, and Legal Services Corporation regulations.
- Oversee NLSP's financial matters, ensuring that NLSP operates under sound financial practices.
- In consultation with the Board, establish and meet the goals reflected in NLSP's annual budget.
- Employ and provide supervision of senior legal, finance and development staff.
- With NLSP's advocacy staff establish program priorities, and develop organizational structures and functions consistent with those priorities.
- Evaluate program performance, and make needed changes consistent with such evaluations.
- Support the Board's efforts to increase resources and enhance organizational recognition and prestige, and provide information that is necessary for the Board to fulfill its fiduciary obligations.

COMPENSATION: Competitive salary and benefits package including: employer-paid medical, dental, and vision insurance; employer-subsidized family health coverage; paid vacation, holidays, personal days and sick leave; 8-week parental leave for birth or adoption of a child; employer-paid life and long-term disability insurance; tax-free transit benefits; and compensation for District of Columbia mandatory bar dues.

ABOUT NLSP

NLSP is a private non-profit law firm whose mission is to provide vigorous and high quality, client-centered civil legal services to low-income residents of the District of Columbia. Established in 1964, NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents which have retained their vitality and relevance. NLSP remains embedded in D.C.'s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse, multi-lingual and passionate staff embrace an explicitly anti-poverty mission and share a deep commitment to securing meaningful access to justice.



APPLICATION PROCESS

Interested persons should send a letter of interest, resume, three professional references, and writing sample to:

Blake A. Biles
Arnold & Porter LLP
601 Massachusetts Avenue, NW
Washington, DC 20001
Email: Blake.Biles@apks.com

Applications will be accepted until the position is filled. To receive full consideration, please submit your application by February 13, 2017.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Neighborhood Legal Services Program that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

Neighborhood Legal Services Program
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