



Deputy Executive Director for Operations **Opening Date: March 30, 2026 Closing Date: Open until filled**

Neighborhood Legal Services Program of the District of Columbia is seeking a Deputy Executive Director for Operations to provide leadership and oversight of the organization's operational and administrative functions, including compliance, human resources, facilities, information technology, financial management, development operations, and internal organizational systems and processes.

Opening Date: March 30, 2026, Closing Date: Open until filled. However, applicants are encouraged to submit resumes by April 21, 2026, at which time applications will be reviewed. All subsequent submissions will be reviewed as received, if necessary.

ABOUT NLSP

NLSP is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia. Since 1964, NLSP has had a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. We have strategically located neighborhood offices to maximize our visibility, accessibility, and connections to the D.C. communities we serve. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents, including housing, consumer protection, family matters, income maintenance, barriers to employment and public benefits. NLSP is a collaborative environment, fostering a climate of shared mission, teamwork, and support of individual employee goals.

About the Role

The Deputy Executive Director for Operations (DEDO) is a key strategic partner to the Executive Director, providing leadership and oversight of the organization's administrative and operational functions, including finance, human resources, compliance, IT, facilities, development operations, and internal systems. The DEDO ensures a strong operational infrastructure that supports the efficient delivery of high-quality legal services.

Key Responsibilities

Organizational Leadership

- Serve on the senior leadership team and contribute to strategy, planning, and decision-making.
- Translate strategic priorities into operational systems, policies, and resource allocations.
- Ensure effective coordination across administrative and programmatic functions.

Financial Management

- Lead annual budgeting and oversee financial forecasting, reporting, and analysis.
- Supervise financial operations in coordination with the Director of Administration and contracted financial services provider.
- Ensure compliance with grant requirements, contracts, and financial regulations.

Human Resources

- Oversee HR systems, including recruitment, onboarding, performance management, payroll, and staff development.
- Ensure compliance with employment laws and nonprofit HR best practices.
- Advise leadership on workforce planning and organizational development.

Compliance and Risk Management

- Ensure compliance with legal, regulatory, and ethical standards, including LSC requirements.
- Maintain and regularly review organizational policies and procedures.
- Oversee compliance with health, safety, licensing, and facility requirements.

Operations and Infrastructure

- Oversee IT systems, data security, facilities, and physical assets.
- Implement tools and systems to improve organizational efficiency and service delivery.

Development Operations

- Oversee grant management systems, donor reporting, and funding compliance.
- Support fundraising strategy and identify new funding opportunities in partnership with leadership.

Strategic Planning

- Support development and implementation of the strategic plan.
- Monitor progress toward organizational goals and lead special initiatives as needed.

Qualifications

Education and Experience

- 8–12 years of senior leadership experience in nonprofit management, public administration, legal services, or a related field.
- Demonstrated oversight of finance, HR, compliance, and operations.
- Strong experience with budgeting, financial analysis, grant management, and audits.
- Experience with fundraising operations and development systems preferred.
- Proven ability to supervise senior staff and lead cross-functional teams.
- Bachelor's degree required; advanced degree preferred.

Core Competencies

- Strategic thinker with the ability to operationalize priorities.
- Strong financial and analytical skills.
- Effective change management and systems-building experience.
- Excellent communication and collaboration skills.
- Sound judgment and discretion.
- Commitment to access to justice and nonprofit legal services.
- Collaborative, transparent, and accountable leadership style.

Salary and Benefits

- Salary: \$140,000–\$155,000, commensurate with experience.
- Comprehensive benefits including medical, dental, vision, paid leave, parental leave, life and disability insurance, 403(b), sabbatical, and transit benefits.

Application Process

Submit a resume and a cover letter (maximum one page) describing your qualifications. Please include “Deputy Executive Director for Operations” in the subject line and indicate where you found the posting. Submit all requested documents to NLSPadminapplications@nlsp.org.

Applications will be reviewed on April 21, 2026, and continue to be accepted until the position is filled.