

Legal Aid of Western Michigan (LAWM) seeks an Executive Director to lead this non-profit organization in its mission to secure justice and protect rights of low-income individuals unable to obtain and pay for legal services in civil matters by the provision of high quality legal representation and counsel.

The Executive Director will lead a strong, client-centered law firm serving 17 counties in Western Michigan with an experienced and dedicated staff of 36 attorneys and 17 support staff located in offices in Grand Rapids, Kalamazoo, Muskegon, Holland and St. Joseph. The Executive Director works with an administrative team located in the Grand Rapids office.

The Executive Director will bring leadership, administrative and litigation experience and vision to build on LAWM's extensive collaborative relationships with the Courts, State and local Bar Associations, and other legal and human service providers.

LAWM has an annual budget of approximately \$4.5 million with the Legal Services Corporation and Michigan State Bar Foundation (IOLTA/Filing Fees) being the majority funders with funding from multiple sources including Title III Older Americans Act, United Way, CDBG, LITC, SSVF and other sources accounting for the remainder.

Roles and Responsibilities of the Executive Director

Serve as the public face of LAWM in its relationships with clients, funders, bar associations, courts, other legal providers, human services organizations, private donors and businesses.

Facilitate communication within LAWM's Board, offices and staff.

Foster a culture that respects diversity of its clients, staff and board and promotes mutual respect, equity, inclusion and teamwork.

Oversee LAWM's operational and fiscal systems to insure that LAWM fulfills its obligations and responsibilities under its multiple grants and contracts and complies with all applicable requirements and regulations.

Perform significant management duties including supervising and mentoring of staff, promoting skill development, and developing strategies to effectively address personnel and resource allocation issues.

Develop and implement technological innovations that improve the effectiveness of service delivery and administration and that promote access to LAWM's services by the client community.

Collaborate with other legal aid and legal services programs in the State in the coordination of the delivery of services to clients.

Requirements:

Qualifications of the Executive Director:

- J.D. and licensed Attorney
- In depth knowledge and understanding of issues that impact low income persons and commitment to the legal rights of low income and other vulnerable adults.
- At least five years of legal/management experience including supervision of staff, financial management, budget development, compliance with grant and contract requirements, and grant reporting.
- Experience in resource development including grant writing and fundraising.
- Outstanding written and verbal communication skills.
- Leadership of a non-profit, preferably a legal aid organization.

LAWM is an Equal Opportunity Employer.

To Apply:

It is the intention of LAWM to complete the search and hiring process by December 31, 2018, so a strict timeline will be observed.

Deadline to apply: 5:00 p.m. October 15, 2018.

Applications for the position should include a cover letter, detailing the candidate's qualifications for the position, a resume, a writing sample, contact information for three professional references and salary requirements. Applications should be e-mailed to: search@legalaidwestmich.net in Word or PDF format.

Inquiries regarding this position may be directed to Molly Schlatter, Director of Finance mschlatter@legalaidwestmich.net, 616-774-0672