



Job Description

EXECUTIVE DIRECTOR

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| STATUS: | Salaried, Exempt | LOCATION: | Bismarck, ND |
| REPORTS TO: | Board of Directors | DEPARTMENT: | Regional Office |
| WORK SCHEDULE: | Monday – Friday from 8:00 am to 5:00 pm – or some variation thereof | | |
| INTERNAL CONTACTS: | Intake Specialists, Administrative Assistants, Administrative Professional, Paralegals, Attorneys, Director of Litigation, Managing Attorneys, Executive Director | | |
| EXTERNAL CONTACTS: | Clients, Potential Clients, Opposing Counsel, Courthouse Professionals, Grantors, LSC Professionals | | |

JOB SUMMARY:

The Executive Director is responsible for the oversight of all Legal Services of North Dakota offices across the organization. Primary responsibilities include obtaining funding through the grant process, hiring and retaining quality staff, managing the organization's budget, overseeing the case load and regularly communicating with the Board of Directors. The Executive Director will develop relationships with clients as they establish legal needs, provide counsel, help them understand their legal options and represent them in court and negotiations. A key responsibility is to build bridges between the organization and the people who can benefit from their services.

JOB RESPONSIBILITIES:

- Manages individuals in key roles within the organization, including the Chief Fiscal Officer, Managing Attorneys and Director of Litigation.
- Sets up CLE learning events and training throughout the year, including coordinating speakers to provide education on topics that will help the people we serve.
- Involved in the grant process by determining which grants the organization should pursue, gathering information for the grant, assisting with submitting the application, and compiling information for the grant annual reports.
- Conducts performance evaluations for the Director of Litigation, Managing Attorneys and CFO.
- Collaborates with offices to develop Workplans that identify strategic initiatives that are meaningful and relevant to the people being served in each area.
- Communicates regularly with the Board of Directors. Prepares and presents information for Board meetings and answers questions so the Board can vote on matters of importance.
- Reviews financial information prepared by the Chief Fiscal Officer. Signs off on travel vouchers, expenses and timesheets submitted by employees.
- Conducts a monthly statistical review to check on the status of open cases.
- Leads and participates in staff meetings, which may be held on a weekly or monthly basis to review current workload, provide updates, cover administrative reminders, share “hot” topics and resolve substantive issues.
- Responsible for overseeing the managing budget for the entire organization. Works closely with the Chief Fiscal Officer, Director of Compliance and IT, Director of Litigation and Board of Directors on budget-related matters.
- Actively participates in the community by preparing and presenting legal knowledge via presentations through various media outlets.
- Assists the Director of Litigation with overseeing the Intake Specialists and reviews cases to determine if a client qualifies for LSND services, if there are any restrictions due to grant coding, or if a client should be referred to another agency.
- Stays informed about current legislation, especially concerning legal specialties.
- Provides civil legal services to the low income and elderly.
- Communicates with clients to learn about their legal needs and concerns and provide representation and advice.
- Explains legal options to clients and bringing possible outcomes or threats to their attention.
- Effectively builds relationships with clients based on trust.



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- Retains and grows knowledge in various concentration areas within Poverty Law, including but not limited to: Healthcare, Family, Public Benefits, Consumer, Housing, Human Trafficking, Elder Law and Native American Law.
- Responsible for working with all offices and position titles across the organization.
- Performs additional responsibilities as-needed or requested.

JOB QUALIFICATIONS, SKILLS AND ABILITIES:

- Juris Doctorate degree and admission to the State Bar
- 7+ years of prior law experience with leadership experience in a legal services firm
- Strong business acumen and the ability to understand financial reports and utilize the information to make strategic decisions for the organization
- Ability to adapt communication style to meet the needs of the audience while demonstrating knowledge, confidence and understanding and utilizing the channel of communication appropriate for the situation
- Comfortable with the use of interpreters to interview and advise clients
- Ability to conduct clear and methodical legal research, including brainstorming with others, in order to find answers to legal questions in the most effective way and utilizing all relevant sources
- The ability to review information from applicable laws, regulations and guidelines, draw inferences, and identify connections to make decisions based on the law and the best option available for the client
- Outstanding critical thinking and decision-making skills and the ability to follow-through and follow-up as needed
- Ability to gather information and use logic and knowledge of the subject matter to identify a solution that meets the client's needs
- Ability to work with individuals from all levels within the organization to ensure project goals and deadlines are met by managing numerous competing demands in a high-volume, fast-paced working environment
- Exceptional organizational skills are required to manage workload, time and resources, and to schedule and prioritize projects
- Strong computer skills and the ability to utilize technology to complete daily tasks, including word processing software, database programs and technology used by others in the legal industry
- Thorough understanding of legal language and principles, research methods, court pleadings, procedures and processes, and other related matters
- Sensitivity to client needs, empathy and understanding to client's unique circumstance and ability to maintain confidentiality and exercise discretion and good judgment
- Exceptional customer service skills required to interact with people from various backgrounds and education levels and explain information in terms that can be understood
- Understanding of resources available to clients based on their circumstance and the ability to refer clients to those resources
- Strong attention to detail is required to achieve accuracy when completing documents and correspondence
- The ability to maintain confidentiality is mandatory in order to protect clients and their unique legal situation while being diligent and firm with high ethical standards

WORKING CONDITIONS AND HOURS:

Work is performed in an office environment. Ability to sit for extended periods of time at a desk working on a computer. Some walking, bending, stooping and lifting of materials is required. Uses a computer and other standard office equipment on a regular, daily basis. Frequent mental and visual concentration required for computer usage.

This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability. The position description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

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