



## **Executive Director | Arizona Legal Women and Youth Services (ALWAYS)**

Arizona Legal Women and Youth Services (ALWAYS) seeks a talented, highly motivated attorney to lead nonprofit legal services organization. The new Executive Director will lead a strong, client-centered organization with a dedicated and passionate staff and an engaged Board of Directors. The mission of ALWAYS is to open the doors to justice so that young people facing abuse, homelessness, and the foster care system, as well as human trafficking survivors of any age, can eliminate legal obstacles standing in the way of safety, stability, and opportunity.

The Executive Director is responsible for the overall operation of the organization, which includes advancement of the ALWAYS mission; resource development; regulatory and grant compliance; financial oversight; and hiring and professional development of staff. The Executive Director develops and maintains collaborative relationships with Arizona legal and social service providers and community leaders. Clients are served in Maricopa County and Pima County. The Executive Director works out of the ALWAYS office located in Phoenix, Arizona.

### **About ALWAYS:**

Established in 2013, ALWAYS provides free legal services to children and young adults up to age 24 facing abuse, homelessness and the foster care system, as well as human trafficking survivors of any age. Areas of practice are focused on immigration, family law, and criminal history repair. Services include individual representation, information and advice, and community legal education. ALWAYS has a staff of five including three attorneys and one legal advocate. ALWAYS' operating revenue comes largely from private foundations, the U.S. Department of Justice, and individual donors.

### **Executive Director Duties & Responsibilities:**

- Directs the overall operation of the agency in compliance with the ALWAYS mission, the policies established by the Board of Directors, and the regulations and requirements of multiple funding sources
- Leads ongoing planning of the program's goals, objectives and outcomes, and develops and oversees policies, projects, and structures to implement those goals
- Provides advice and assistance to the Board of Directors on the establishment, development, and implementation of policy and priorities

- Hires, supervises, evaluates and meets regularly with staff to provide direction, advice and oversight
- Oversees the establishment and maintenance of systems including:
  - caseload management and case handling
  - staff recruitment, hiring and human resources, including equal employment procedures
- Ensures the organization's long-term financial health by developing and overseeing financial management systems, including financial planning and budgeting, and oversight of financial systems and controls.
- Serves as an effective ambassador for the program through positive public relations; and communicates and establishes contacts and relations with peer social and legal service providers, courts, bar associations, private bar, governmental agencies, community organizations and the press and media.

**Required Qualifications:**

- JD from an accredited U.S. law school
- Current license to practice law in any state in the U.S.
- 10 years of experience in public interest law or comparable experience
- Proven leadership skills, with vision, open-mindedness, good listening skills, and the ability to inspire and motivate others
- Demonstrated professionalism, integrity, intelligence, humility, sense of humor, and energy
- A demonstrated commitment to diversity and cultural competence
- Successful experience managing and supervising a diverse team of administrative and legal personnel, in a multi-office, nonprofit organization
- Demonstrated experience in non-profit program planning, staff supervision, legal systems development, financial oversight, reporting and budget development
- Experience assuring compliance with grant and contract requirements
- Strong oral and written communication skills, including the ability to communicate with people of different backgrounds, perspectives, and opinions, and to motivate and inspire community, staff, board and funders
- A track record of fundraising and resource development success.

**Applications:**

Applications will be accepted until the position is filled. In order to receive full consideration, candidates are urged to submit their materials by March 30, 2021. Please include a cover letter expressing in detail your interest in the position, your qualifications, and what you hope to contribute to the organization's future; a current *resume*; and the names and contact information for three professional *references*. Materials should be submitted electronically to [info@alwaysaz.org](mailto:info@alwaysaz.org) in Microsoft Word or pdf format.