



EMPLOYMENT OPPORTUNITY

KITSAP LEGAL SERVICES

A 501(C)(3) NONPROFIT ORGANIZATION
GOVERNED BY A BOARD OF DIRECTORS

POSITION TITLE: EXECUTIVE DIRECTOR

COMPENSATION: \$35,000 - \$45,000 DOE Full-Time, Exempt Position
Medical, Sick Leave, Vacation Benefits

RECRUITMENT CLOSURES: Applications received by 6 pm on February 15, 2019, will be given priority consideration. Applications will be accepted until position is filled.

MISSION STATEMENT: The charitable purpose and mission of Kitsap Legal Services is to improve access to civil law matters for low-income residents of Kitsap County at little or no cost through work by volunteer attorneys and community volunteers.

PROGRAM SUMMARY: Kitsap Legal Services is a Volunteer Lawyer Program (VLP) that provides free civil legal assistance to low-income people through the recruitment, training, mentoring, and support of volunteer attorneys. The VLP relies on the participation of lawyers who volunteer their time and legal expertise to assist low-income residents of Kitsap County with their civil legal needs. Pro bono services are provided through advice and brief service clinics, unbundled legal services, and full direct representation.

POSITION SUMMARY: The Executive Director works closely with the Board of Directors and provides leadership in planning, developing, and implementing the objectives of the program. The main duties of the Executive Director include:

- Facilitate activities to ensure that the vision, mission, and initiatives of the program are effectively implemented and shared with the legal community and the broader community through outreach and networking
- Regularly interface with other programs within the local community
- Stay well informed on statewide and national equal justice related issues
- Work closely with attorneys and other legal professionals
- Ensure confidentiality, quality legal services, and respect for low-income client communities while managing client expectations and communicating the extent of services/referrals available

This position requires flexibility and the ability to work with community partners, including advanced interpersonal and communication skills. Travel within Kitsap County and Washington State may be required. Evening and weekend work is occasionally necessary.

ESSENTIAL FUNCTIONS

1. Demonstrate cultural competence and experience working with low-income client communities, which may include diverse racial and ethnic backgrounds, persons with limited English proficiency, persons with disabilities, etc.
2. Demonstrate commitment to the principles of Access to Justice and to the development of programs and initiatives designed to ensure that low-income persons have access to the legal help they need.
3. Manage program services including oversight and coordination of regular legal advice clinics, developing community education classes, facilitating referrals for limited-scope representation and full direct representation, and coordinating legal services at community events.
4. Serve as a spokesperson for Kitsap Legal Services and establish and maintain the VLP's desired image, collaborating and networking with other organizations and community partners.
5. Develop and maintain ongoing working relationships with Kitsap County attorneys in order to foster active participation in the program and with external community organizations to enhance access to civil legal assistance.
6. Recruit and support volunteer attorneys and paralegals for participation in various program activities (including mentorship opportunities and attorney referral program).
7. Maintain a collaborative working relationship with the statewide network of Volunteer Lawyer Programs. Facilitate efforts to develop, strengthen, promote and sustain collaborative projects between Kitsap Legal Services and other Alliance for Equal Justice members.
8. Train and supervise support staff.
9. Maintain records of client eligibility, client contacts, and services provided in compliance with grant requirements.
10. Compile statistical information and prepare monthly, quarterly, and annual program reports. Prepare annual and monthly budgets. Provide regular and accurate financial reports. Supervise financial assistant/bookkeeper.
11. Write grant applications and pursue other funding sources and activities, including fundraising events and sponsorships, and comply with all reporting requirements to the Legal Foundation of Washington and other funders.
12. Assist Kitsap Legal Services to achieve and sustain compliance with best practice standards as set forth in the Washington Pro Bono Program Standards.
13. Maintain an operational calendar, support the work of regular and ad-hoc committees, compile monthly narrative and statistical board reports, participate in training as approved and directed by the Board, and attend monthly Board meetings.
14. Under supervision of pro bono attorneys, participate in delivery of legal services to low-income clients when needed by instruction of the Board.

PREFERRED KNOWLEDGE, SKILLS, & ABILITIES

1. Strong and effective communication skills, both oral and written, capable of relating to all levels: individual, agency, community, state, regulatory, and courts
2. Experience and supervisory skills for managing support staff
3. Experience working with volunteers
4. Ability to organize and conduct community outreach and education programs
5. Desire to participate in community meetings and events
6. Research new grant and funding options, arrange logistical support for fundraising events and programs
7. Good judgment and strong interpersonal skills
8. Excellent organizational and time management skills
9. Ability to work under pressure and meet deadlines
10. Ability to work independently and collaboratively
11. Excellent PC-based computer skills

OTHER DESIRED QUALIFICATIONS/EXPERIENCE

12. Experience with program design, program management, or program administration
13. Demonstrated commitment to working with diverse, low-income communities
14. Knowledge of court and legal systems
15. Experience with relationship development/building for fundraising/resource development
16. Experience and skill in engaging with an active Board of Directors
17. Experience in compliance with grant programs, contracts
18. Experience and knowledge of legal aid principals and requirements
19. Clear understanding of the Rules of Professional Conduct and what constitutes unauthorized practice of law
20. Experience with QuickBooks
21. Bilingual or Multi-lingual

We are willing to train the right person!

Education & Experience

Some college preferred. Bachelor's degree or higher degree is highly preferred. Equivalent and/or relevant experience in a nonprofit setting also highly preferred.

To Apply submit the following to: edresumes2019@gmail.com

A letter of interest identifying the position and describing how you meet the position qualifications, a detailed resume, and a writing sample (newsletter, report, grant application, article, blog, etc.).

Kitsap Legal Services (KLS) is committed to a policy of equal opportunity and fosters an environment free of barriers and discriminatory practices. KLS actively promotes mutual respect, acceptance, and teamwork. KLS is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious preference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application process should contact John Groseclose, KLS President, at: 360-876-9221.