



Job Announcement

Executive Director Philadelphia Legal Assistance

Philadelphia Legal Assistance seeks an outstanding strategic and collaborative leader to serve as its next Executive Director.

Philadelphia Legal Assistance (PLA) is a non-profit provider of civil legal aid to low-income clients in Philadelphia. We are dedicated to enforcing and protecting the rights of individuals and families by providing accessible, creative and high-quality legal assistance and working collaboratively for systemic change.

The Executive Director has the opportunity to lead our exceptional staff of over 90 people, including our experienced managers and senior leaders. We have grown significantly over the years – our current budget is approximately \$10 million/year – giving us a solid foundation to meet the needs of our client populations.

This position is an excellent opportunity for a leader, team-builder, connector and communicator who is passionate about the delivery of justice to marginalized communities.

More about PLA:

Each year, PLA provides free civil legal services to over 7,000 individuals and families in Philadelphia who cannot afford an attorney. We provide high-volume, high-quality and innovative legal representation, advice, and community education to help people going through some of life's greatest challenges: from violence within a family, to the loss of a home passed down through generations, and the loss of a job that threatens being able to put food on the table. PLA knows that one legal problem can quickly impact multiple aspects of your life, and it assists with a variety of civil legal problems to provide holistic care.

PLA is committed to innovating legal services in order to meet our community's needs. We have established the Medical Legal Community Partnership to help address the social determinants of health in public health centers across the city. We created the Save Your Home Philly Hotline, which helps Philadelphia homeowners avoid foreclosure, and the Eviction Diversion Program Tenant Hotline, which assists tenants facing eviction. Through the Pennsylvania Farmworker Project, we provide legal services to migrant

farmworkers working in Pennsylvania. In addition to providing direct legal services, we provide referrals and support to organizations that coordinate pro bono volunteer lawyers. We work closely with other providers of legal services in Philadelphia, especially our sister organization, Community Legal Services (CLS). PLA and CLS are “twin” programs; PLA receives Legal Services Corporation (LSC) funds and CLS operates outside the LSC restrictions.

PLA’s staff serve our clients from our downtown Philadelphia office. PLA has a 29-member Board of Directors, overlapping with the board of CLS, that includes both lawyers working in our geographic service area and people who are eligible for PLA’s services.

For more information about Philadelphia Legal Assistance, visit: www.philalegal.org

Responsibilities of PLA’s Executive Director:

PLA’s Services & Advocacy

- Ensure and oversee the delivery of high-quality legal services to eligible clients through our staff’s legal representation and legal counsel to clients, conduct of community legal clinics, and outreach and engagement with client groups and community providers.
- Ensure the development and implementation of mission-based programs and services that meet the legal needs of targeted populations as identified through regular needs assessments, outcome measurement, and evaluation.
- Provide agency-wide leadership, working closely with the management team
- Work with PLA’s management team and staff to develop collaborations with community-based organizations and local coalitions, including those that will further PLA’s race equity priority
- Create and pursue strategic opportunities for collaboration with other not-for-profit legal providers and for-profit law offices.

Community Relations & Resource Development

- Oversee PLA’s fund development and actively engage volunteers, Board members, event committees, community partners, and funders
- Ensure development and effective deployment of an annual fundraising plan
- Serve, along with the Board Chair, as a primary spokesperson for the organization
- Ensure and support a strong process to maintain and develop diverse funding sources, and ensure compelling and detailed reporting and compliance to maintain strong relationships with funders.

Governance, General Policies and Corporate Compliance, and Strategic Positioning

- Support and guide the Board of Directors and its Committees
- Ensure the development and implementation of corporate compliance and operational procedures in accordance with Board policy, applicable laws, regulations and contractual obligations
- Assist the Board in developing and implementing strategic positioning and actions.
- Develop annual organizational goals and reporting to the Board and its leadership in progress towards those goals.

Human Resources

- Select, support and supervise senior leadership and management
- Lead and manage the management team, including setting team goals and supporting the team in its coordination, communication, and work towards its goals
- Achieve organizational talent acquisition, onboarding and development both directly and through senior leadership and management
- Maintain a positive, respectful, equitable and safe workplace environment for staff and clients that attracts, retains, and motivates top quality/diverse people
- Ensure the development and maintenance of forward-facing organizational policies
- Continue development of a collaborative working relationship with PLA's staff unions
- Ensure organizational resilience including leadership development and succession plans.

Financial Management

- Supervise PLA's Finance Director and ensure that the day-to-day fiscal affairs of the organization, including accounting and cash management, are managed with the highest integrity with respect to fiduciary responsibilities, regulations, and Board policy
- Oversee the development of the organization's annual budget and revisions, and ensure regular tracking and reporting of fiscal performance against budget.

Race Equity and Diversity Equity and Inclusion (DEI) Work

- Ensure that PLA continues to develop and deploy an internal culture and external services that elevate diversity, equity and inclusion
- Provide and ensure adequate and ongoing resources for DEI activities and training.

Desired qualifications of the Executive Director:

- Membership in the Pennsylvania Bar, or eligible for admission
- Experience as a senior manager with direct supervisory and program management responsibilities
- Demonstrated passionate commitment to equal justice for all through litigation, advocacy, and/or community engagement.
- An established record of organizational leadership, resource development and personnel management
- A demonstrated commitment to a diverse and inclusive workplace through recruitment, retention, training, and other DEI strategies.
- Knowledge or interest in legal service delivery models that enhance race equity and combat poverty
- Prepared to lead an organization with unionized staff
- Skill in building and supporting teams and collaborations, gathering input and feedback, and making and communicating decisions.
- Excellent written and oral communication skills, including public speaking to diverse audiences and communicating effectively with staff across an organization.
- Ability to work effectively with a broad range of stakeholders including bar associations, judiciary, social services agencies, funders, and community groups and their leaders, and a commitment to elevating the voices of client communities
- Experience working in a complex environment, including managing relationships with important stakeholders and building collaborative relationships.
- Experience or interest in building administrative teams, setting internal policy, or creating systems and processes to support direct service work.
- Ability to manage wide-ranging responsibilities and to direct others in managing their responsibilities in a demanding environment
- Experience in oversight and management of a large organizational budget, including prioritizing use of available funds, projection of future trends, building long-term budget stability, and oversight of cash flow
- Significant experience protecting and advancing the rights of marginalized and disadvantaged populations
- Experience in developing and maintaining government and private revenue streams, including federal, state, and local grants, as well as building and leading fundraising efforts.
- Ability to work effectively with a volunteer Board of Directors.

The Executive Director is expected to reside in (or be willing to relocate to) the Philadelphia metropolitan area.

Compensation

The salary for the Executive Director is budgeted from \$150,000 to \$200,000, depending on experience. The Executive Director is also offered excellent benefits, including leave, health and retirement benefits.

Application Process:

Applications will be accepted until the position is filled. To receive full consideration, candidates are urged to submit their application **by August 31, 2024**.

Applicants should e-mail a resume with a cover letter that explains why you are interested in the Executive Director position, and why you feel you could be successful in the position. **Applications should be e-mailed to EDSearch@philalegal.org.**

PLA is committed to the creation of an inclusive and diverse workplace and providing Equal Employment Opportunity/Affirmative Action to all applicants. We seek to build diversity, equity, inclusion and belonging within our organization, and in partnership and allyship with the communities we serve. We strongly encourage applications from women, people of color, people who identify as LGBTQ, veterans, people who have experienced poverty or homelessness, people who have had prior contact with the juvenile, criminal, or child welfare systems, the elderly, and people with disabilities.