

Job Announcement

Title: Executive Director

Organization: Community Legal Aid Society, Inc. (CLASI), a private, non-profit law firm which provides civil legal services to Delawareans who have low incomes, disabilities, or who are elderly. CLASI is Delaware's Protection and Advocacy Agency for people with disabilities and is an Equal Opportunity employer.

Position

Objective: The Executive Director exercises general supervision over the administration of CLASI'S business and affairs subject to the discretion of the Board of Directors. The incumbent administers CLASI'S operations in order to provide equal access to justice to eligible members of the community through its civil legal services programs.

Duties and

Responsibilities: The Executive Director is charged with the management of CLASI'S programs; duties include:

- Administration of CLASI's legal services programs including responsibility for employment of professional staff and related support personnel
- Administration of the finances of the Corporation, including preparation of annual budgets for adoption by the Board of Directors
- Insuring preparation of financial data and reports required by funding sources
- Administration of all of CLASI's funds including the review and approval of expenditures
- Insuring regular books of account are kept showing receipts and expenditures and providing the Board of Directors at each regular meeting, or more often if required, an account of all CLASI transactions and CLASI's financial condition
- Insuring compliance with guidelines, standards and regulations governing CLASI programs and funding sources, state and federal law and/or other regulatory bodies

- Oversight of the development of both public and private funding for CLASI including grant proposal preparation, cultivation of new sources of funding, directing the annual fundraising campaign as well as special events and other fund raising efforts in the community
- Direct marketing and public relations activities such as annual reports, brochures, media presentations and speaking engagements and oversight of all media contact with any CLASI employee
- Participation in the activities of the Delaware Bar Association, national organizations such as NLADA or NDRN and in United Way and other organizations related to the work of CLASI
- Insuring the delivery of effective legal services to CLASI's clients including the responsibility to investigate client discrimination related grievances
- Oversight of all aspects of the Human Resources function including developing job announcements, implementation of procedures for recruiting and developing the process for application and interviews of potential hires
- Implementation and enforcement of personnel policies reflected in CLASI's Personnel Manual
- Oversight of negotiations with the collective bargaining unit including the responsibility to recommend bargaining proposals
- Oversight of administration of CLASI benefits and compensation
- Insure compliance with employment law
- Review and/or draft legislation supportive of CLASI's mission and purpose and represent CLASI's interest in all legislative proceedings whether federal, state or local
- Report to the Board of Directors on relevant matters, including finances, funding, case statistics and programs
- With Board President, schedule and prepare agendas for board meetings
- Provide staff support for Board committees
- Such other duties and responsibilities as may be assigned from time to time by the Board of Directors

Qualifications:

Required:

- Must be admitted to practice law in Delaware or eligible to practice under Supreme Court Rule 55 and take the 2011 Delaware Bar Examination; retention of the position is conditioned on passing the Delaware Bar Examination no later than 2012 and admission to the Delaware Bar within six months of passing the bar
- Demonstrated experience negotiating a collective bargaining agreement
- Must have a minimum of 5 years progressively responsible experience practicing law and a minimum of 3 years progressively responsible experience in the management and supervision of attorneys
- Demonstrated commitment to and experience in providing quality legal services to low income people, people with disabilities and the elderly, including knowledge of and familiarity with federal and state laws, regulations and policies applicable to the client population
- Excellent written and oral communication skills
- Organizational skills, including demonstrated attention to detail
- Must be able to travel throughout the state of Delaware

Preferred:

- Ability to speak Spanish and sign
- Demonstrated involvement in Bar Association and community activities
- Familiarity with basic information technology

To apply, please submit your resume to: clasijobposting@gmail.com by August 9, 2010.

AN EQUAL OPPORTUNITY EMPLOYER