

Location: Lafayette, Louisiana

Position: Executive Director of Acadiana Legal Service Corporation, Inc. (ALSC)

Mission: Acadiana Legal Service Corporation makes hope, dignity, and justice available primarily to low-income, disadvantaged, and other eligible residents through high quality and aggressive civil legal assistance and education.

Description: Under the general direction of the Board of Directors with broad latitude for independent action within the framework of the general policies, procedures, and philosophy of ALSC, this position is responsible for:

- the financial and operational health of the firm;
- oversight and effective management of the operation of all ALSC programs and services;
- the management of all business objectives and relationships of the organization;
- assisting the Board of Directors in setting strategic direction;
- leading the organization in innovative service delivery strategies;
- ensuring statutory and regulatory compliance and performance up to or exceeding practice standards;
- engaging in productive justice community relationships for the good of the firm and its clients;
- maintaining a positive image of the firm and its brand; and
- conducting performance evaluations of staff in compliance with the established policies and procedures of the firm.

The role of the next Executive Director of ALSC will be to amplify and expand upon the firm's rich history of service. Our next leader will follow two long-term leaders, requiring experienced and thoughtful leadership skills to implement current plans, and develop innovative plans for the future to continue to provide diverse services to our communities. The successful candidate will have a demonstrated ability to adapt to the unique culture and needs of our service area.

Key service components:

- Diverse, dedicated legal staff with a mix of experienced and newer advocates
- Experienced Administrative and Accounting staff to support delivery of services
- Legal support staff with deep knowledge of client services
- Extensive and growing private attorney involvement program
- History of providing extensive preventative legal education programs
- High volume of limited and extended legal services
- Six fully-owned and one leased office location
- Diverse client population ranging in age from birth to senior citizens
- Largely rural, 42 parish service area

Functions:

Strategic Planning

- collaborative with board and Strategic Planning Manager
- establish and implement strategic vision, mission, goals, objectives, programs, and directives
- strategic leadership in understanding future trends and proposing options to address them

Budgeting

- oversees development and presents annual budget (roughly \$15,000,000 in 2022) to Board
- fiscally responsible administration
- enhances the overall financial health of the organization
- understanding all aspects of financial planning and budgeting, and investments

Operations

- constructs a streamlined organizational structure
- attracts and encourages talented team members
- achieves excellence in client representation and service
- establishes accountability
- develops and implements policies and procedures that facilitate success
- inspiring and engaged leader
- ensures that the human and financial corporate assets are used to benefit the client community
- ultimate responsibility for the firm's success

Internal and External Relationships

- approachable
- provides vision and dynamic, inspiring leadership
- transparent relationship with the Board
- open communication and cooperation with Board
- builds and maintains effective working relationships with board, staff, diverse client population, justice community partners
- represents ALSC with staff, partners, public officials and in public forums
- develops collaborative partnerships
- promotes an organizational culture that supports our mission

Qualifications:

- 5 years' progressively responsible experience in management of a legal nonprofit or related field, with some experience in a high-level management position preferred
- Legal Services experience is highly preferred, but specific and related experience in other private or public sector roles will be considered
- License to practice law required, with a preference for business, management, human services, social sciences, or related fields in undergraduate study.
- Licensed in Louisiana or willing to sit for next exam.

- Master's or other advanced degree desired.
- Innovative, strategic thinker
- Proven leadership, communications, fundraising, advocacy, and relationship-building skills
- Deeply committed to the mission of providing access to justice
- Ability to inspire, motivate and excite
- Unquestionable integrity, credibility and character
- Collaborative, inclusive leader and team player
- Results driven and energetic self-starter
- Cares for people and helps them reach their goals and dreams
- Experience working with a board of community leaders including reporting, advising and board member recruitment
- Ability to build agreement among diverse groups

Compensation: A competitive compensation and benefits package will be offered to attract the most qualified candidates. Benefits include: fully-paid employee health, vision, dental, life, AD&D, and malpractice insurance; retirement plan; cafeteria plan; eligibility for loan repayment assistance; generous annual and sick leave; 15 paid holidays/year.

Acadiana Legal Service Corporation is an Equal Opportunity Employer, committed to including, respecting, and valuing people of every culture, language, race, disability, religion, marital status, gender, parental status, sexual orientation, military status, education, age, socio-economic status, political affiliation, body type, and life experience.

Applications:

Deadline: Open until filled. For priority consideration, apply by: June 30, 2022.

Complete applications will be acknowledged by return e-mail within one week of submission. Apply by emailing TAugustine@LA-Law.org the following:

- Letter of application, detailing measurable success in the areas of key qualifications for the position and your connection to our mission
- Resumé
- Writing sample

Questions may be directed to:

Susan Kutcher, Board President
 Acadiana Legal Service Corporation
SusanEllenKutcher@Gmail.com