

## **EXECUTIVE DIRECTOR**

Executive Director sought for organization providing free legal assistance to Monterey County seniors 60 years of age and older. The Executive Director will supervise a staff of ten based in two offices (Seaside and Salinas) and oversee a budget of approximately \$600,000.00

The successful candidate's responsibilities will include providing leadership in developing and monitoring the budget, programs provided by the organization, and be responsible for working with the Board to develop a strategic plan for the organization. The successful candidate will also be responsible for working with the Development Director to identify and cultivate donors.

### **QUALIFICATIONS:**

- Active Member of the California Bar
- A minimum of 5 years experience in legal service litigation and casework
- At least 2 years of administrative experience in nonprofit sector (or equivalent in business administration)
- Ability to communicate easily and effectively before community groups
- Sensitivity to the needs of elderly clients
- Commitment to providing services to the needy
- Ability to work well with volunteer board of directors
- Ability to manage agency fundraising efforts
- Supervision of staff and volunteer advocates through individual and group case review; monitoring caseload distribution
- Representation of clients in cases requiring court action, drafting of legal documents, or negotiation

### **RESPONSIBILITIES:**

- Recruitment and supervision of all staff and volunteers
- Responsible for all phases of budgeting, including meeting with Budget and Finance Committee
- Liaison with Board of Directors
- Planning and evaluation of program
- Supervision of fiscal operations, including approval of payments and review of bank statements
- Staff training and evaluation
- Supervision of office management and procedures
- Supervision of Development Director and fundraising department
- Representation of LSS with funding sources, government agencies, and general public
- Complex Court actions representing clients in cases requiring court action and drafting legal documents

### **SALARY RANGE (STARTING): \$65,000 - \$75,000 (DOQ) plus benefits**

Applicants are to submit a letter explaining how they believe they are a good fit/qualified for the job (no more than 2 pages) plus a resume.

Email Resumes to: [gchilton@lavohouse.com](mailto:gchilton@lavohouse.com)

Or mail to: Executive Director Resume  
P.O. Box 2112, Salinas, CA 93902

**APPLICATION CLOSING DATE: 3/15/2010**

**We are an Equal Opportunity Employer**