



## **JOB ANNOUNCEMENT**

### **EXECUTIVE DIRECTOR BROOKLYN LEGAL SERVICES CORPORATION A “BROOKLYN A”**

Since 1968 BROOKLYN A has provided free legal services to low-income residents and organizations in Brooklyn, pursuing a uniquely neighborhood-based mission of justice, empowerment and community development. BROOKLYN A has a staff of 60, including 40 attorneys.

BROOKLYN A seeks an Executive Director (“ED”) who is an effective leader with experience in developing, managing, and delivering high quality legal services. The candidate should have an unwavering commitment to social justice for underserved populations and demonstrated abilities to build community relationships on a group and individual basis and to secure resources through government contracts and private grants and donations. The candidate should possess excellent interpersonal, team building, and communication skills, budget and operating financial acumen, and fluency in working with diverse constituencies, including attorney and non-attorney advocates, elected officials, community members, and private donors.

#### **Job Summary**

In collaboration with the Board of Directors, the principal responsibility of the ED is to develop and implement a strategy for BROOKLYN A to fulfill its mission of advancing “social and economic justice and community empowerment through innovative, collaborative, neighborhood-based legal representation and advocacy.” This core responsibility includes building community relationships and assessing community needs; developing and implementing a program-wide strategy, including securing necessary funding, to address those needs; and leading and managing the BROOKLYN A staff to ensure the program’s success.

The ED serves as the leader of BROOKLYN A and, in partnership with the Board of Directors, is responsible for BROOKLYN A’s delivery of high quality legal services to its clients and communities. The Board delegates to the ED responsibility for the day-to-day management and operations of BROOKLYN A, and the ED has the authority to carry out these responsibilities in accordance with the direction and policies established by the Board. The ED also provides support to the Board as it carries out its governance functions.

The ED has primary responsibility for overall funding and development and securing the resources necessary for BROOKLYN A to implement its mission and increase the size and

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impact of BROOKLYN A's program. The ED will work closely with the Board and BROOKLYN A development staff to develop and implement an overall strategy to secure necessary resources on a short-term and long-term basis. This will include building and maintaining relationships with elected officials, community leaders and private donors, including foundations, law firms and individuals; working with the BROOKLYN A staff to develop fundable strategies at the program level; and with the development staff be closely involved in guaranteeing the success of BROOKLYN A's Annual Partnership Awards Benefit.

The ED will supervise all senior managers of BROOKLYN A by providing direction, oversight and guidance, including regular performance appraisals. The ED will be responsible to the Board for decisions affecting operations, infrastructure, budgeting, finance, grant and contract administration, real estate and personnel.

The ED is the public face of BROOKLYN A and responsible for its overall funding, advocacy and services. Accordingly, the ED is not expected to devote a significant amount of time to client work or specific legal representations but instead will focus on the job priorities described above.

### **Qualifications**

Candidates must possess a JD degree from an accredited law school and must be licensed to practice law in New York State or in another state and be eligible to become licensed in New York State. The candidate must have significant prior management experience, excellent oral and written communication skills, financial acumen, and comfort using technology relevant to a legal services program.

To apply, forward a cover letter with your resume in pdf format by e-mail only to:

Human Resources Department  
Brooklyn Legal Services Corporation A  
E-mail: [BKAjobs@bka.org](mailto:BKAjobs@bka.org)  
Put 'Executive Director' in the subject line

We would appreciate the submission of applications on or before November 20, 2017.

BROOKLYN A offers a competitive salary, commensurate with experience, and an excellent benefit package.

BROOKLYN A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status.

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