



EAST BAY CHILDREN'S LAW OFFICES
EXECUTIVE DIRECTOR
Oakland, CA
Job Announcement
January, 2017

East Bay Children's Law Offices, Inc. (EBCLO) is seeking an exceptional person to lead a strong team including attorneys and social workers who represent children and youth in the juvenile dependency court. This leader must be committed to high quality legal advocacy, through a holistic approach, to provide young clients with a voice in the decisions affecting their lives both in and out of court. The new Executive Director will have a unique opportunity to work with the Board and staff to expand and deepen services for children who need lawyers.

The mission of the East Bay Children's Law Offices, Inc., is to protect and defend the rights of children and youth through effective, vigorous and compassionate legal advocacy. EBCLO strives to provide a voice for children in and out of court and to promote positive outcomes for them.
<http://www.ebclo.org/index.html>

The Executive Director reports directly to the Board of Directors and serves as a Director on the Board. The Executive Director has overall responsibility for maintaining compliance with EBCLO's core mission of providing vigorous and holistic representation to EBCLO's clients. The Executive Director is charged with inspiring and leading EBCLO's lawyers, social workers, legal assistants, and administrative staff, to work together to support our vision of creating a court system in which every child is treated as an individual, every child's authentic voice is clearly heard, every child's familial and cultural traditions are fully respected and every child's needs are reasonably addressed.

The Executive Director's primary duties and responsibilities include:

- **FINANCIAL RESPONSIBILITIES:**
 - Working to maintain EBCLO's financial health through state budget advocacy and private fund development.
 - Designing and leading EBCLO's fund development strategy, including preparation of grant proposals to foundations and corporations, cultivating donors, overseeing special events, and leading fundraising campaigns.
 - Overseeing and exercising final authority on all budgetary matters in a cost-effective manner to maximize the use of every budgeted dollar.
 - Exercising primary responsibility for negotiating contracts for services with the Administrative Offices of the Court, the Superior Court and related contracting agencies.
 - Exercising primary responsibility for grant administration and acting as final decision maker regarding the pursuit of grants which are in line with EBCLO's mission and goals.



- **INTERNAL POLICY AND ADMINISTRATIVE RESPONSIBILITIES:**

- Leading and overseeing planning for the development of organizational goals and objectives as well as refinement of policies and procedures to facilitate the best practice goals EBCLO strives to achieve.
- Supervising and overseeing the EBCLO management team's responsibility to monitor service delivery and assure a top-quality level of expertise.
- Ensuring the day-to-day delivery of EBCLO's programs and services to maintain or improve quality in support of EBCLO's goal of offering our clients an unparalleled level of expertise in child advocacy in all areas of our practice including juvenile dependency, juvenile delinquency, probate guardianship and the Community Based Advocacy for Resources and Education (CARE) Program; in pursuit of that goal, overseeing the implementation of transparent and inclusive processes to promote best practices for representation of children and youth.
- Working to help the management team be responsive to the needs and expectations of attorneys, social workers, support staff, volunteers and interns.
- Supporting and maintaining a collegial and cooperative office culture which promotes shared mission and values throughout the firm including cultural humility and acceptance.
- Maintaining a dynamic work environment where EBCLO attorneys, social workers and all staff members are dedicated and passionate in the representation of our clients, in accordance with best practices in all areas of advocacy.
- Exercising final decision-making authority over recommendations made by the Director of Finance and Managing Attorneys with regard to human resource and employment law issues.
- Exercising final authority over all EBCLO operations including setting internal policies regarding staffing, budgeting, human resources, and employee benefits in consultation with the management team.
- Consulting regularly with the Management Team. Leading meetings to promote transparency in decision making and the exchange of information in an open and a welcoming manner.
- Reviewing and signing off on all performance evaluations of attorneys and staff.
- Exercising final decision-making authority to hire, promote, discipline, demote and terminate employees.
- Approving staffing plans recommended by the Management Team.
- Overseeing the development and maintenance of training and education programs that support EBCLO attorneys in developing expertise in a variety of advocacy arenas, including negotiation and mediation skills, legal research and writing, and trial skills advocacy.
- Overseeing the development and maintenance of trainings for attorneys, social work, and other support staff in an array of non-legal subject areas related to children and family well-being, including child development, physical and mental health, substance abuse, domestic violence and special education

- **BOARD AND BOARD RELATED RESPONSIBILITIES:**

- Attending and participating in all Board meetings, setting the agendas, preparing supporting materials, and keeping the Board and its Chairperson regularly apprised of all significant developments at EBCLO.



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- Preparing written reports to the Board, government, foundations and other funders as required.
- Drafting policies for the approval of the Board and preparing procedures to implement those policies; reviewing existing policies annually and recommending changes to the Board as appropriate.
- **COURT RELATED RESPONSIBILITIES:**
 - Maintaining primary responsibility for EBCLO compliance with all policies, rules, regulations and statutes set forth by the Alameda County Superior Court, the State of California, the California State Bar, the Administrative Offices of the Court and all other relevant governing bodies.
 - Meeting regularly with the presiding judge of the Alameda County Juvenile Court and working cooperatively with the Alameda County Superior Court bench.
- **OTHER GENERAL POLICY RESPONSIBILITIES:**
 - In conjunction with the management team and staff, identifying areas where systemic reforms are needed and leading or overseeing EBCLO's work with other advocacy groups and stakeholders to promote systemic changes benefiting EBCLO clients.
 - In conjunction with the management team and staff, leading or overseeing EBCLO's active engagement in local, statewide and national legislative reform efforts and spearheading initiatives to enhance public awareness of issues and concerns facing the children and youth we represent.
 - Representing or designating EBCLO representatives at numerous local, statewide and national workgroups, conferences and meetings.
 - Maintaining positive working relationships with local child welfare and probation department officials, Administrative Office of the Courts, legislative staff, members of the California Legislature and/or their staff, the Alameda County Superior Court, auxiliary legal service providers and the press and other media.

REQUIRED SKILLS AND EXPERIENCE:

- A strong commitment to children's and public interest law
- Experience with children's law and a passion for children's legal services
- A Juris Doctor (JD) degree is required
- 5 years' prior successful leadership experience, preferably a high level executive position with an agency of similar size
- Nonprofit experience including strategic planning, contract management, and supervising a strong team of senior managers
- A track record of successful fundraising including individual, foundation and corporate giving
- Superior leadership, collaborative, consensus-building, and interpersonal skills
- A visionary who will work with the Board to create and implement the organization's next steps.
- Experience working well with a Board of Directors
- Strong financial skills, demonstrated ability to understand and work with sophisticated financial documents
- Demonstrated ability to recruit, train, manage, inspire and retain staff
- Experience with Government contracts



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- Familiarity with Alameda County a plus
- References attest to a high level of personal integrity
- Energetic and creative problem solver
- History of excellent communication with clients, community and government agencies

This position offers a competitive salary and a comprehensive benefits package.

***Janssen Nonprofit Recruiting is providing the search and transition services.
Submission deadline is March 6, 2017. TO APPLY:***

- Email a word document of your **resume** and in a separate document, a **thoughtful cover letter** describing how your skills and experience meet the needs of the position and the organization. Preference will be given to those candidates whose cover letters offer a broader and deeper insight into their career history that is not already covered in their resumes. Include your LinkedIn URL.
- In the **subject line** put your **last name and EBCLO**
- Submit both documents to **candidate@janssenrecruiting.com**

Thank you for applying. All applicants will be considered. Only those with skills and experience most closely fitting the requirements will be contacted for interviews. If you do not hear from us, we will keep your resume on file in case, with your permission, we can refer you to another organization. All submissions are confidential.



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Transition with Insight

www.janssenrecruiting.com