

Executive Director

JOB SUMMARY: The Executive Director is responsible for executing the directives of the Board of Directors and providing the over-all focus and direction for the administrative and program activities of the Legal Aid Corporation. The Executive Director reports to the Board of Directors (especially the Executive Committee), and is responsible for the work of all employees, volunteers and interns of the Corporation. The Executive Director is to keep the Directors informed concerning the affairs and activities of the Corporation and any specific achievements or problems encountered in the administration of Legal Aid. The Executive Director will practice law and maintain a case load including, but not limited to, cases assigned from the Public Defenders' Office.

AGENCY DESCRIPTION: Legal Aid Corporation of Tippecanoe County fights for compassionate justice by providing high quality legal representation for low-income individuals and families in Tippecanoe County. We provide free civil legal services in the areas of family law, landlord/tenant, and small claims defense. Legal Aid is funded by the Indiana Civil Legal Aid Fund, United Way of Greater Lafayette, and our generous private donors.

LOCATION: Lafayette, IN

SALARY: Salary commensurate with experience.

RESPONSIBILITIES: The responsibilities and qualification of the Executive Director shall ordinarily include the following:

To The Board of Directors and President of the Board:

- Keep the members of the Board informed about the operations and activities of the Corporation.
- Carry out directives of the Board in a timely manner.
- Act as a resource in the process of decision-making.
- Assist Board in maintaining continuity as changes take place in the Corporation.
- Develop, plan, and participate in fundraising.
- Assist in defining the distinct responsibilities of the President; those of the Executive Director; and those duties which are shared.
- Assist President in the planning of meetings.
- Assist President in preparing the Agenda for the Board meetings (including committee meetings), and arrange for the taking and preservation of official Minutes.
- Provide the President with assistance and information needed to take any action required.
- Act as a resource to the President on decisions related to matters such as committee appointments.

To Internal Operations:

- Determine and supervise office procedures within the guidelines of the Board of Directors.
- Assure that suitable office space, equipment, supplies, and working conditions are provided.
- Prepare fiscal budget, quarterly, and monthly reports on a timely manner.
- File federal, state and local tax and other official forms.
- Maintain accurate financial records and internal controls to safeguard the funds of the Corporation.
- Provide for and maintain proper budget management and control.
- Maintain a record and filing system to preserve client and administrative documents.

- Maintain Corporation statistics and provide statistics as required by funding sources.

To the Staff:

- Interview, hire, train, supervise, promote, and discipline staff (paid and volunteer) to carry out the work of Legal Aid.
- Provide leadership to staff in the process of implementing Board policy and decisions.
- Assign work, delegate authority, and provide appropriate supervision.
- Assure the prompt transfer of information to appropriate persons, while maintaining confidentiality required in legal matters.
- Share information as needed.
- Promote suitable personnel policies and practices and to interpret and carry out those adopted by the Corporation.
- Conduct or arrange periodic work evaluations.

To the Community:

- *Reactive/Representational:* Provide low-cost professional legal assistance to the indigent residents of Tippecanoe County:
 - Interview applicants and clients.
 - Assess legal needs, options, and actions.
 - Take appropriate legal actions.
 - Draft and file legal documents.
 - Update and revise legal forms.
 - Negotiate with opposing parties.
 - Keep up-to-date on family law issues.
- *Proactive/Educational:*
 - Make presentations and speeches as requested
 - Determine needs of community regarding legal education.
 - Prepare and make legal presentations.
- *Referral:*
 - Refer people to other agencies and offices that may be of assistance.
 - Be familiar with the needs of Tippecanoe County families, applicants, and clients.
 - Be familiar with what other services, offices, and programs are available.

Other:

- Maintain the highest ethical standards, including those set forth by the Indiana Supreme Court.
- Follow all Federal, State, and local laws.
- Provide leadership to other community groups.
- Maintain contact with other organizations (including the Bar Association and inter-agency groups), to coordinate policies & procedures and to avoid redundancy of services.
- Obtain continuing professional training and development.
- Maintain positive work attitude.
- Other tasks as directed by Board of Directors or as self-directed.

QUALIFICATIONS:

Required:

- Graduate from a recognized and accredited college or university.
- Must have passed the Bar Exam and be licensed to practice law in the State of Indiana.
- Must meet the State of Indiana Public Defender Commission requirements for CHINS and Termination of Parental Rights.
- Ability to use and operate common office equipment, computer systems, and computer programs (such as Windows, Excel, accounting packages, etc).
- Ability to communicate well in the English language.
- Ability to work comfortably and effectively with professionals, lay groups, and individuals.

Preferred:

- Experience or training in the areas of management, supervision, accounting, budgeting, and planning.
- Familiarity with the problems, challenges, and needs of Tippecanoe County area and residents.
- Familiarity with the problems, challenges, and needs of poor families and children.
- Ability to communicate reasonably well in Spanish or other languages.

TO APPLY: Send a cover letter explaining your interest, experience, and your resume, as well as, a list of three professional references to Stephen Wien, President of the Board of Directors, stephen.wien@ampf.com.

CLOSING DATE: When filled

POSITION START DATE: As soon as possible.

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Equal Employment Opportunity/Affirmative Action Employer

We are committed to promoting diversity, multiculturalism, and inclusion and are proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other category protected by law