



POSITION ANNOUNCEMENT: Executive Director

POSITION:

The Montgomery County Bar Foundation Volunteer Lawyers Program (MVL) Executive Director will work in coordination with the Board of Directors and MVL staff to effectively manage the program's operational, financial and administrative affairs. This is a full-time, salaried position.

The MVL supports volunteer attorneys in providing quality pro bono civil legal services for qualifying low-income residents of Montgomery County.

Primary Responsibilities:

1. Manage the day-to-day financial and administrative affairs and operations of the MVL including budget planning and accounting, program services, fund development, grant management, case management, and volunteer retention and recruitment.
2. Manage personnel matters, including hiring, leading, motivating and coaching all team members, staff, interns and volunteers.
3. Secure funding for the organization through grants, fundraising and donations.
4. Organize public clinics, programs, trainings, and outreach events designed to increase the public's access to civil legal advice and representation provided by MVL volunteer attorneys.
5. Recruit and manage partnerships with community agencies and organizations to promote the MVL and improve its outreach.
6. Keep the Board of Directors informed of the day-to-day operations of the organization and provide insight and guidance on the organization's projects, needs, opportunities and funding.

Additional Duties:

1. Demonstrate passion and compassion in working with low-income clients.
2. Represent the MVL positively and building strong relationships within the legal community and community as a whole.
3. Take a leadership role in fundraising events and recruiting new donors.
4. Maintain a team-oriented staff that meets organizational goals and expectations.

Preferred Education/Skills:

The successful applicant will possess strong oral and written communication skills, excellent organizational and logic skills, ability and willingness to work as a team player, familiarity with legal databases, ability to multi-task and perform on deadline, proficiency with Microsoft Office programs, and a demonstrated commitment to volunteering and community outreach. Management experience is a plus. A juris doctorate is strongly preferred, but not strictly required.

Pay/Benefits:

Compensation includes competitive salary, health insurance allowance, paid vacation and state/federal holidays, and paid training/travel. Standard Mon.-Fri. office schedule expected, with some after-hours work necessary (primarily associated with fundraising).

To submit a resume, cover letter, and references, or for more information, contact Montgomery County Bar Foundation President Kelly F. McTear (334-386-7924 or kmctear@faulkner.edu) no later than January 20, 2020. Applicants will be subject to full background check prior to employment.