



## **Community Legal Services of Phoenix, Arizona, Seeks an Executive Director**

Community Legal Services (CLS), based in Phoenix, Arizona, seeks a dynamic and motivated leader to be its next Executive Director. The new Executive Director will be responsible for leading an incredible team of 80 staff, including 28 attorneys, and managing an annual budget of approximately \$7 million. While a licensed attorney is desired for this position, other applicable experience and skills may be substituted for experience practicing law. For example, such experience and skills may include, among other things, significant experience leading an organization, successful fundraising in a non-profit environment, and experience working in the public interest arena providing services to underserved communities.

The salary for this position is competitive and CLS offers generous benefits, including medical, dental and vision plans; life, AD&D and disability insurance; a retirement plan; paid leave; and an employee assistance program. The recruitment period for this search has been extended to May 2, 2022.

### **The CLS Executive Director responsibilities include:**

- Engaging and inspiring staff, Board members, and other stakeholders in carrying out the CLS mission and implementing the CLS strategic plan
- Serving as an effective ambassador for CLS and nurturing collaborative relationships with funders, legislators, bar and judicial leaders, private donors, and business and civic organizations throughout the state
- Increasing CLS's public stature and visibility
- Providing for the long-term financial stability of CLS by diversifying, growing, and stabilizing funding, including development of an Endowment and Capital Campaign
- Attracting, retaining, and developing diverse, high quality staff
- Board governance, including recruitment, stewardship, management, and communication with the Board to ensure fulfillment of their vision for CLS
- Spearheading a major capital project to acquire new office space or update existing facilities to meet the needs of staff and the community for years to come
- Ensuring the organization's financial health and stability by implementing financial planning and management systems, including preparation of budgets and oversight of financial systems and controls
- Overseeing compliance with the requirements of the Legal Service Corporation and other funders

### **The ideal candidate should:**

- Demonstrate a passion for CLS's mission and a commitment to serving its clients and communities
- Possess leadership experience managing and supervising a successful legal services or legal aid agency, law firm, highly regulated sector, or other nonprofit entity
- Be willing and able to travel throughout the CLS service area
- Have experience serving a mix of urban and rural populations, historically underserved communities, and migrant and Native American communities
- Have a track record of success in fundraising, resource development, management of a capital campaign, and possess a desire to develop and expand the resources of CLS
- Have experience working productively with an engaged Board of Directors
- Have knowledge of financial matters including development of budgets, compliance with grant and contract requirements, and financial oversight, with an ability to appropriately manage and allocate scarce resources
- Exhibit excellent communication skills and the ability to inspire the trust and confidence of the staff, Board members, client communities, and other stakeholders and allies
- Champion diversity and be culturally competent
- Have experience working collegially and effectively with a unionized workforce
- Possess personal attributes of professionalism, positivity, respect, good listening skills, problem-solving talents, and the ability to motivate others
- Convey vision, integrity, courage, intelligence, creativity, energy, and humor equal to the challenges of this demanding and rewarding position

#### **APPLICATION PROCESS:**

CLS is assisted in the search by Patricia Pap, Executive Director, Management Information Exchange, 105 Chauncy St., Fl 6, Ste 3, Boston, MA 02111. *Materials should be submitted electronically to [ppap@mielegalaid.org](mailto:ppap@mielegalaid.org) in Microsoft Word or PDF format.* Candidates with questions about the position or process are encouraged to contact her.

Review of application materials will occur as they are received. To receive full consideration, applicants are encouraged to submit materials by May 2, 2022, but the position will remain open until filled. Please submit a letter expressing your interest, your qualifications, and what you hope to contribute to the organization's future. Please include a résumé and the names and contact information for three professional references.

The Board of Directors seeks to make a final decision in June of 2022.

#### **Background:**

CLS is a nonprofit law firm committed to increasing fairness in the civil justice system by advocating, litigating, and educating on behalf of Arizona's most underserved communities. CLS

serves Maricopa, Mohave, Yavapai, Yuma, and La Paz Counties, from offices in Phoenix, Kingman, Prescott, San Luis and Yuma. CLS receives funding from the Legal Services Corporation and other sources, both public and private. The Executive Director reports directly to the Board of Directors.

CLS is governed by a 26-member Board of Directors made up of attorneys and client-eligible members from the service area. Attorney members are appointed by a state or local bar association or law school. Client board members are financially eligible to receive program services at the time of their appointment to the board.

Supporting the Executive Director, the CLS Leadership Team includes the Deputy Director, Director of Litigation and Advocacy, Director of Development and Communications, and Finance Director. CLS is a unionized organization with a support staff union and an attorneys' union.

**Read More about CLS Work at [clsaz.org](http://clsaz.org).**