



Position Announcement – Executive Director

I. About Christian Legal Aid of DC

Christian Legal Aid of DC (CLADC) is a nonprofit organization that exists to provide access to justice with the love of Christ. We provide free legal services to our neighbors in the DC area who cannot afford to hire an attorney, and as a result, do not have equal access to justice. In everything we do, Jesus is our ultimate hope, and our services are rooted in prayer for our clients and city.

CLADC began in 2007 when a group of Christian attorneys came together to put their faith in action. Since then, CLADC has experienced significant growth in contribution revenue, a growing staff and volunteer base, a broader network of community and church partners, recognized legal expertise, stronger internal systems, and most importantly, a significant increase in legal services to low-income clients. In 2023, CLADC served more than 600 clients with legal needs across our core practice areas (housing, Social Security benefits, criminal record sealing, probate, and estate planning).

At CLADC, we envision a city where those in need know they can turn to the Church, and Christians are eager to use their skills to advance justice and show the love of Christ. We strive to be a faithful instrument of God's redemptive work for those who experience poverty and marginalization, and, alongside local churches – the natural partner for Christians in the legal field – to do justice, love mercy, and walk humbly with our God. CLADC is seeking a new Executive Director to lead the organization in the next stage of growth in pursuit of this vision.

II. Position Summary

With a committed Board of Directors and staff, a growing and sustainable donor base, and an established core of *pro bono* attorneys, CLADC is well positioned to continue to expand the quality and quantity of its legal services in the Washington, DC area to those most in need. The Executive Director is responsible for driving CLADC's mission forward and overseeing the strategic direction and operational excellence of the organization. The Executive Director reports directly to the Board and supervises all staff. Upon hiring the new Executive Director, the current Executive Director will remain available to support the transition.

III. Key Responsibilities

- **Vision and Strategy**: Further develop and lead the implementation of CLADC's strategic plan. Work with the Board, staff, and key volunteers to set clear goals aligned with CLADC's mission.
- **Fundraising**: Spearhead fundraising efforts (with assistance from the Board, staff, and committed volunteers), including the development and management of a sustainable donor base targeted at individuals, churches, foundations, and law firms, among others.

- Program Planning and Management: Oversee the planning, implementation and evaluation of CLADC's programs and services, including volunteer engagement, and ensure alignment with the organization's priorities and strategic objectives. Work with the Pro Bono Manager to develop an ambitious, yet realistic plan to develop CLADC's core competencies and equip CLADC's volunteers to provide legal services in said areas. Identify opportunities for new or improved programs and services where appropriate.
- Operational Planning and Management: Develop an operational plan that supports the goals and strategic objectives of CLADC, draft operational policies and procedures to support the proper management of the organization, and review policies and procedures periodically and recommend changes to the Board as appropriate. Identify areas of organizational risk and implement measures to effectively manage such risks.
- Human Resources Planning and Management: Determine staffing requirements for successful organizational management and program delivery. Oversee implementation of human resources policies, procedures and practices. Establish a positive, healthy, harassment-free and safe work environment. Implement a performance management process for all staff, including by monitoring performance and conducting annual performance reviews. Provide coaching and support to staff as appropriate to improve their performance.
- Financial Planning and Management: Work with the Board to prepare an annual organizational budget for Board approval. Ensure that sound bookkeeping, tax reporting, and accounting procedures are followed. Administer CLADC funds according to the approved budget and monitor monthly cash flows. Provide regular revenue and expense updates to the Board.
- Community Engagement and Relationship Management: Foster strategic relationships within the legal aid community and with other nonprofit organizations, particularly Christian ministries and churches by, among other things, speaking at local churches, law firms, and law schools to promote the mission of CLADC and attending monthly meetings of the D.C. Consortium of Legal Services Providers.

IV. Requirements/Qualifications

A commitment to Christ in all that we do is essential to the fulfillment of CLADC's mission.

Additional requirements include:

- Mature Christian faith as defined by the Apostle's Creed
- At least seven years of relevant work experience; experience within the legal services setting is a plus
- Bachelor's degree required; graduate degree in a relevant field preferred
- Strong organizational and spiritual leadership skills; experience supervising others preferred
- Exceptional communication skills (written, verbal and otherwise)
- Strategic thinking with the ability to translate organizational vision into concrete goals, establish clear priorities, monitor implementation of goals, and adapt to changes in circumstances
- Experience cultivating and stewarding funding relationships, including experience with diversifying funding streams, is preferred
- A self-starter with strong initiative who embraces autonomy and is able to proactively structure his or her own daily schedule
- Regular attendance and active involvement in a local church
- Highest levels of personal and professional integrity and humility

V. Salary and Benefits

- Salary range of \$75,000 to \$100,000, with the opportunity to earn a bonus;

- Healthcare coverage;
- Paid federal holidays and winter break (Christmas Eve through New Years Day); and
- Paid vacation and sick leave

VI. How to Apply

Submit a cover letter and resume via email with “CLADC Executive Director Application” in the subject line to:

- Whitney King, Executive Director - whitney.king@christianlegalaid-dc.org
- Karen Wu, Board Chair - karen@perlmanandperlman.com
- Anna Cho, Board Member - anna.cho@christianlegalaid-dc.org

Applicants are encouraged to submit a list of references (preferably including a reference from a pastor or ministry leader).

**Informational inquiries regarding the position are welcome.*