



POSITION OPENING: Executive Director

The Search

The Montgomery County Bar Foundation (the Montgomery Volunteer Lawyers Program), a nonprofit organization providing pro bono civil legal assistance to low-income residents of Montgomery County, is seeking a seasoned attorney, administrator and community leader to become its next Executive Director.

In many situations, access to justice is a meaningless concept without access to an attorney. Since the MVLP's founding in 2013, its pro bono legal services have helped hundreds preserve their housing, financial security and family stability.

Reporting to a 15-person Board of Directors, the new Executive Director will provide overall leadership and be responsible for all aspects of MVLP's operations. The organization is funded by grants, donations, and an apportionment of MCBA member dues. It is staffed by the Executive Director, two contracted mortgage foreclosure assistance attorneys and a full-time legal assistant/intake specialist.

Heightening the organization's impact, promoting and sustaining collaboration with partners and strengthening its funding base are key priorities for the new Executive Director. The position requires the discipline to oversee multiple projects simultaneously and the temperament, skills, and ability to work in effective collaboration with colleagues inside and outside the organization.

The Montgomery Volunteer Lawyers Program

Some of MVLP's current projects include:

- **Full Representation in Civil Matters:** Volunteers assist clients with a variety of civil legal matters, including housing, family law, garnishment, employment, and insurance matters.
- **Bi-Weekly Counsel and Advice Clinic at Montgomery Community Action:** Volunteers provide counsel and advice to clients and refer cases to the MVLP for full representation, as appropriate. The MVLP provides training and on-site backup.
- **Mortgage Foreclosure Assistance:** The MVLP represents clients at risk of losing their homes due to foreclosure.
- **Other Community Clinics:** Volunteers provide legal counsel and advice to clients at public libraries, community resource events, and VA events.
- **Pro Bono Leadership Corps:** The MVLP provides training, case experience, and mentorship, along with a small stipend, to young local attorneys with a demonstrated commitment to service and pro bono assistance.
- **Continuing Education:** The MVLP strives to provide at least 4 opportunities each year for its participating volunteers to attend training on common pro bono legal issues.
- **Volunteer Recognition Luncheon:** The MVLP celebrates its members each October and presents awards for service by firms and individuals.

The Role of the Executive Director

The new Executive Director is a full-time employee and will be expected to work closely with the Board and staff to provide the vital momentum to take the MVLP to its next level of reach and effectiveness. The Executive Director will provide overall leadership and be responsible for all aspects of MVLP's operations.

- Thoughtfully and creatively embrace the vision of VLP and inspire volunteers and staff to achieve its mission.
- Solidify and diversify funding. The new Executive Director will play a leading role in the MVLP's fundraising, carefully stewarding the organization's relationship with the Legal Services Corporation and intentionally monitoring and pursuing new avenues for revenue generation.

- Serve as the MVLP's primary ambassador, representing it in local and national legal communities. Manage its communications activities, including the development of the annual report, the website and newsletters, and serve as its primary spokesperson.
- Strengthen partnerships and strategic alliances. Reinforce, strengthen and expand external relationships, including those with Legal Services Corporation, the Bar, regional partners and the courts.
- Stay current with legal, social and legislative issues relevant to MVLP's work and participate actively in the activities of the legal community.
- Work closely with the Board President and all committee chairs to ensure effective and timely communications between the Board and staff.
- Ensure that the resources of the organization are managed effectively. Be responsible for fiscal health of the organization. Present annual budgets to the board, monitor revenues and expenses, supervise financial controls and ensure compliance with all grant requirements.

Qualifications and Experience

The MVLP seeks a leader who is deeply and demonstrably committed to improving the lives of low-income individuals through pro bono civil legal services, has a strong leadership presence and can work collaboratively with national and community organizations.

The successful candidate will bring many of the following professional qualifications and attributes:

- A J.D. and active current membership in the Alabama State Bar.
- Demonstrated commitment to providing access to legal representation for low-income people.
- Strong management, operations and program development skills. Senior level experience successfully managing budgets and staff and presiding over a changing organization.
- Demonstrated ability to increase the organization's positive reputation, visibility and impact.
- Excellent intellectual and strategic abilities and the capacity to translate ideas and ideals into strategies and action.
- Demonstrated fundraising ability and enthusiasm.
- Effectiveness at motivating staff and furthering their professional development. Skills in team building and inclusive staff leadership. Discipline and focus in setting realistic priorities, and meeting or surpassing goals.
- Experience building partnerships.
- Outstanding written and oral communication skills with an appreciation of, and experience with, news media, social networking and information and communications technologies.
- Commitment to and knowledge of how to maximize both volunteer and staff diversity.
- Outstanding interpersonal skills. Tenacity, pragmatism, high energy, patience and calm in the face of difficulties. A sense of humor and ability to enjoy oneself and one's colleagues.

Compensation

Compensation range is \$45k-\$65, DOE, and includes salary and a healthcare allowance.

Benefits include:

- Paid State holidays.
- Personal leave accruing at an initial rate of 1.5 days per month worked (18 days annually).
- MVLP pays ASB and MCBA dues, as applicable.
- Paid training and travel.

Applications are accepted beginning now, until the position is filled. Anticipated start date is between September 16 and October 1, 2017.

For More Information or To Apply:

Visit our website at www.montgomeryvlp.org.

All inquiries, nominations and applications (cover letter, references, and resume) may be directed in confidence to Board President Kelly McTear at: kmctear@faulkner.edu.

The MVLP is an equal opportunity employer and encourages applicants of diverse backgrounds to apply.