

Position Specification 2017



POSITION	Project Director
ORGANIZATION	Queens Legal Services http://www.legalservicesnyc.org/our-program/queens
LOCATION	Jamaica, NY
REPORTING RELATIONSHIP	The Project Director will report to and work closely with the Queens Legal Services Board of Directors and the Executive Director of Legal Services NYC.

ABOUT THE ORGANIZATION:

Queens Legal Services (QLS) is part of Legal Services NYC (LSNYC), the largest provider of civil legal services in the country, and provides high-quality civil legal services, social work support and advocacy to low-income communities in Queens. QLS is the largest provider of free civil legal services in Queens, serving one of the most diverse communities in New York.

Founded in 1967, their staff of over 70 assists more than 5,000 individuals each year and reaches thousands more through outreach and community legal education. QLS advocates practice in many areas, including tenants' rights and foreclosure, civil rights, family law, disability advocacy, immigration, LGBTQ advocacy, and many more. QLS also works with clients and community partners to identify and challenge the systemic inequalities faced by low-income communities in Queens and throughout New York City.

ABOUT THE OPPORTUNITY:

Queens Legal Services (QLS) seeks a creative and dynamic Project Director to lead a vibrant, community-based legal advocacy organization. He/she will work in collaboration with the staff, Board, community partners and city-wide programs to fight poverty and achieve racial, social and economic justice for low-income New Yorkers.

The QLS Project Director will have primary responsibility for advancing the vision and mission of the organization, managing day-to-day operations and activities, leading resource development, serving as the lead spokesperson, and directing and coordinating the work of a highly skilled, interdisciplinary team of over 70 attorneys, paralegals, social workers and administrative staff as they promote and defend the rights of New York's most vulnerable communities, including people of color, undocumented immigrants, survivors of violence, veterans, LGBTQ persons, HIV-affected persons, disabled persons, young and elderly residents. The Project Director will work closely with LSNYC citywide senior leaders in areas such as advocacy, fundraising and program planning.

This position offers a unique opportunity for someone to bring energy, an entrepreneurial approach and a vision for social justice in leading and managing a significant community-based legal advocacy center into its next phase.

Key Responsibilities Include:

Organizational Leadership and Management

- Provide inspirational and motivational leadership to a community-based organization with a diverse and highly skilled staff.
- Ensure the delivery of high-quality legal services to low-income individuals.
- Oversee all supervision, long-range organizational planning, project and program development in partnership with Board, program leaders, staff and external stakeholders.
- Ensure the organization's fiscal health, including overseeing and expanding the annual budget of \$9M.
- Maintain a strong and effective working relationship with the QLS Board of Directors, staff (including the organization's union, LSSA 2320), LSNYC leadership, and external stakeholders, such as legislators, government agencies, courts and funders.
- Oversee the program's diversity, race equity and cultural competence initiatives, including recruitment, hiring, training and professional development, as well as programmatic anti-racism and debiasing initiatives.
- Strengthen a collaborative, open and fair organizational culture.

Program Advocacy and Leadership

- Develop creative advocacy strategies designed to build the power of low-income communities.
- Further our mission through effective advocacy on issues affecting low-income New Yorkers, including civil rights, LGBTQ concerns, gender and racial justice, affordable housing, fair lending, income security, freedom from violence and workplace justice.
- Serve as an active member of the LSNYC citywide senior leadership team, which includes the executive leadership and Project Directors of other borough offices, and participate in citywide planning and initiatives affecting QLS and its sister programs.
- Act as a visible and engaging spokesperson for QLS and LSNYC to strengthen and extend our public presence and serve as a leader in social justice movements by effectively representing and promoting QLS and LSNYC to public officials, community and media.
- Develop and maintain active relationships with local, citywide and national partners to facilitate sharing of knowledge, strategies for action, and best practices.

Resource Development and Communications

- Create and implement a fundraising strategy, ensuring a diversified funding base including federal, state and local grants as well as foundations and individual donors.
- Establish and maintain relationships with current and potential funders and donors through cultivation, solicitation, and engagement.

- Strengthen the organization's relationship with federal, state and local officials, including advocacy to build funding for legal services.
- Ensure the program's compliance with grants awarded through public and private sources.
- Drive a comprehensive communications strategy for QLS and its initiatives.

QUALIFICATIONS AND EXPERIENCE:

The Project Director will be a seasoned leader, lawyer, advocate and manager. The successful candidate will bring a passion for the LSNYC mission, expertise in public interest law, and a deep belief in the power of community-based advocacy and related social justice movements.

Key Professional Experiences and Personal Attributes Include:

- Exceptional management and interpersonal skills with senior level leadership at a complex organization of similar size and scope.
- A decisive, results-oriented leader with a highly collaborative and inclusive approach to management.
- Significant understanding of, and experience with, providing legal and other services to low-income people and vulnerable populations.
- Ability to build, nurture, and retain a strong team, including one with a unionized workforce, as well as empower staff through active and effective communication and opportunities for collaboration.
- Ability to build excellent relationships with a diverse range of partners and supporters.
- Experience and interest in fundraising and grant writing.
- An influential and persuasive communicator with excellent communication, oral advocacy and writing skills who can help to guide messaging, communicate about new initiatives and developments, and generally build awareness.
- Passionate and committed to social justice issues and the mission, purpose and future of Queens Legal Services and Legal Services NYC.

EDUCATION: Law degree and admission to the New York State bar are required.

TRAVEL: Regular travel within the five boroughs; occasional travel outside NYC, including to Albany.

COMPENSATION: Salary is competitive and commensurate with experience.

QLS is an equal opportunity employer and an organization committed to race, gender and economic justice in our work and within our workplace. Staff are members of the LSSA/NOLSW UAW Local 2320. We welcome and encourage applications from candidates of color, women, people with disabilities, gay, lesbian, bisexual, and transgender people.

Please email cover letter and resume in confidence to:

QLS@sandlersearch.org