

POSITION DESCRIPTION

POSITION:

Chief Executive Officer

ORGANIZATION:

Since 1967, Charlotte Center for Legal Advocacy (Advocacy Center) has provided comprehensive civil legal services for the Charlotte region's low-income residents. The Advocacy Center advances its mission to pursue justice for a diverse community of those in need through a variety of advocacy strategies, including individual advice and representation, community education and outreach, representation of groups, self-help remedies, collaboration with other agencies, community economic development, legislative and administrative advocacy, and impact litigation.

Over 300,000 Mecklenburg County residents are eligible for services and in need of legal assistance, but unable to afford private lawyers. Through its approximately \$6 million annual budget and highly experienced 70-person staff, the Advocacy Center served over 6,000 neighbors facing a crisis of safety, security, and stability, earning more than \$11 million in benefits in the last year. The Advocacy Center is able to accomplish its mission because it does not receive any funding from the federal Legal Services Corporation, allowing it to provide extensive services that LSC-funded organizations cannot provide, including class action litigation, legislative and administrative advocacy, and assisting immigrants without regard to immigration status.

For more information please visit <https://charlottelegaladvocacy.org/>.

REPORTS/RELATIONSHIPS:

This position reports to the Board of Trustees and leads a team of over 70, including six direct reports.

BASIC FUNCTIONS:

A critical part of the Charlotte community, the Center requires a leader willing to face outwardly to its supporters and clients as well as inwardly to the operations of a complex organization. As the leader of the Charlotte Center for Legal Advocacy, the CEO will set the organization's strategic direction and build, maintain, and lead a high-performing leadership team. The CEO will also ensure financial sustainability of the organization. The role includes overseeing program development, budgeting, and reporting while also leading fundraising efforts and cultivating key community partnerships. Finally, as the public face of the organization, the CEO advocates for justice, fosters community relationships, and drives thought leadership on key issues, all while promoting diversity, equity, and inclusion.

Specific duties include but are not limited to:

Leadership and Management

- Determine the organization's strategic vision and direction with the Board of Trustees and members of the leadership team.
- Build a culture of excellence throughout the organization, including the recruitment and development of a high-performing leadership team.
- Align organizational resources with strategic priorities, ensuring programmatic and financial sustainability.
- Develop and maintain a balanced budget, ensuring sound practices and internal fiscal controls are maintained.
- Ensure timely and accurate financial and operational reporting for internal and external use.
- Lead the execution of advocacy objectives in collaboration with the program directors and advocacy staff.
- Evaluate internal structure, systems, policies, and processes to continuously improve organizational health and effectiveness.
- Develop and implement new programs and initiatives to meet the needs of a growing organization and its clients, volunteers, and community partners.
- Lead and guide the Advocacy Center's commitment to diversity, equity, and inclusion in all aspects of the organization.

Fund Development and Sustainability

- Lead the development of a broad, comprehensive fundraising strategy, including corporate and individual giving and unrestricted funding.
- Oversee the business development strategy, research strategic opportunities to meet community needs, and diversify the organization's funding stream.
- Manage an operating budget and reporting requirements that include more than 50 restricted grants.
- Lead the organization's financial optimization and sustainability in collaboration with the CFO.

External Relations and Thought Leadership

- Serve as the public face of the Advocacy Center, educating the public and policymakers on the Advocacy Center's work and on the issue of justice broadly.
- Develop, strengthen, and maintain strategic alliances and relationships with key stakeholders and partners.
- Build a culture of strategic and generative thought leadership within the organization.
- Foster and steward relationships with policymakers in Charlotte, Raleigh, and DC.
- Tune the Advocacy Center's community solutions efforts to align with the needs of clients and partners.

REQUIREMENTS:

- At least ten years' experience in the legal or community advocacy field, including serving in an executive leadership role.

- Experience working closely with a Board of Trustees to set and implement strategic priorities.
- Track record of building organizational sustainability through sound fiscal management, diversification of funding streams, and the development of strong community partnerships.
- Demonstrated experience as a spokesperson, communicating with a wide range of audiences including community leaders, the media, donors, and the public at large.
- Ability to motivate, empower, and grow a team of talented professionals including recruiting, hiring, and retaining team members.
- Passion for the mission of Charlotte Center for Legal Advocacy and the people served by the Advocacy Center.
- Juris Doctor degree from an ABA-accredited US law school is preferred.

COMPENSATION:

Compensation will be commensurate with experience including a competitive base salary, bonus opportunity, and competitive benefits package.

The Charlotte Center for Legal Advocacy is committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. The Advocacy Center is proud to be an Equal Opportunity Employer. The Advocacy Center does not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity or expression, political ideology, or membership in any other legally protected class. We strongly encourage individuals with diverse backgrounds to apply.

CONTACT INFORMATION

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