

## **Children's Law Center - Executive Director Position Profile**

The Children's Law Center is seeking a new Executive Director to further the important work of the Center and provide leadership, insight and direction for the future. Kim Tandy, the Center's founder and Executive Director since 1989 has announced she will be stepping down in June 2017.

The Children's Law Center (CLC) is a dynamic non-profit legal services organization serving Kentucky and Ohio, with regional and national reach. Located in Covington, Kentucky, it provides both individual and systemic advocacy for children and youth focusing on juvenile justice, children in need of protection and education related issues. The agency provides high quality legal representation to over 500 individual children and youth each year, and also engages in impact litigation, policy initiatives and training and education programs which further the rights of children. The CLC is home of the Chase Law School Children's Law Center Clinical program, and for nearly two decades has served as the regional affiliate office of the National Juvenile Defender Center for the Central Region.

The CLC currently has 12 employees and an annual budget of just under \$1 million. Funding is provided through national, state and local grants as well as corporate and individual contributions. It maintains its headquarters in Covington, but has a satellite office in Lexington, Kentucky.

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for CLC's staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans.

### **Responsibilities**

#### **Leadership & Management:**

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize CLC volunteers, board members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing operations and future growth
- Lead, coach, develop, and retain CLC's high-performance senior management team. Ensure effective systems to track progress, and regularly evaluate program successes that can be effectively communicated to the board, funders, and other constituents

#### **Fundraising & Communications:**

- Expand revenue generating and fundraising activities to support existing program operations and future expansion
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to initiate new opportunities

### **Programming and Litigation:**

- Provide leadership and direct engagement in litigation, policy, education and communications work in carrying out the priorities of the organization
- Create effective partnerships to enhance the capacity of the Center to engage in multi-strategy initiatives to meet priorities
- Lead and continue to develop the Chase Law Clinic, providing on-going opportunities for law students throughout the region with practical litigation experience and valuable pro bono service opportunities

### **Planning & New Business:**

- Develop and execute the strategic business planning process for long-term program support and expansion of services/advocacy initiatives
- Be a well-respected external local and national presence that publishes and communicates the successes of the programs and advocacy initiatives.

### **Qualifications:**

#### Required:

- Dynamic, collaborative and creative leader with a record of success leading and growing an organization.
- Successful track record in multi-level marketing and fundraising, including direct responsibility for grant writing, special events, and donor solicitations.
- Inclusive and engaging leadership style and ability to develop strong relationships at all levels.
- Strong financial acumen and experience with owning and managing a budget, including audits and other non-profit reporting
- Exceptional communication skills, both written and verbal
- High level of respect from community leaders and among peers and subordinates
- Passion for growing and nurturing a small non-profit organization
- Good standing as an attorney with a minimum of 5 years of practice
- Licensure as an attorney in Ohio or Kentucky and eligible for reciprocity in each or both
- Deep understanding of children's rights issues, including education law, juvenile justice, child victim issues, and children's civil rights issues and credible spokesperson on these issues.

#### Preferred:

- Strong litigation skills, including state, federal and administrative forums
- History and knowledge of policy work on critical issues
- Experience and understanding of working with policy boards for non-profit organizations
- Strong working knowledge of non-profit law and practice

For more information about the Center and its work, please go to [www.childrenslawky.org](http://www.childrenslawky.org). To apply for this position, please send cover letter and resume to [apply@childrenslawky.org](mailto:apply@childrenslawky.org) no later than **January 15, 2017**.

*Children's Law Center is an equal opportunity employer. Applicants are considered for positions without regard to race, sex, religion, national origin, ethnicity, disability, age, sexual orientation, gender identity, marital status or socioeconomic status or any other characteristic protected by applicable federal, state or local law. Children's Law Center also prohibits harassment of applicants or employees based on any of these protected categories.*