EXECUTIVE DIRECTOR POSITION

Contra Costa County Senior Legal Services (CCSLS) seeks a proven leader to continue and improve on our excellent record of meeting the needs of our clients - the growing community of seniors in Contra Costa County. The Executive Director (ED) will have a compelling opportunity: CCSLS is on sound financial footing and well-situated to carry on this important work.

ABOUT CONTRA COSTA SENIOR LEGAL SERVICES:
Contra Costa Senior Legal Services (“CCSLS”) protects the rights of seniors by providing free legal advice, representation, and legal education to the residents of Contra Costa County 60 years of age and older. Our most urgent objective is to resolve legal problems that affect basic needs such as housing, economic security and prevention of abuse. To read more about our organization, please go to: www.ccsls.org.

CCSLS is a private, nonprofit agency that has provided services to seniors since 1976. Since the inception of the program, we have served more than 25,000 seniors. Our services have enabled many seniors to stay in their homes, to become eligible for and retain public benefits, to recover real and personal property wrongly taken from them, and to obtain relief from physical, financial and emotional abuse.

Last year CCSLS assisted over 1,100 seniors. Our team educated and informed more than 700 additional seniors at outreach events such as workshops, seminars, and health fairs. And, we administer a robust program of 20 individual pro bono attorneys who provide free legal clinics at senior centers throughout the County, as well as volunteer teams from corporate counsel departments.

Our 10-member staff includes five attorneys. We are working in a hybrid situation: both in-office and remote. We also have in-person and outreach activities (confidential client meetings, representations, and community presentations) all over Contra Costa County. Our team is augmented by active board members, committed volunteers (including volunteer attorneys), and strong allies.

CCSLS receives funding from the Area Agency on Aging (AAA), Interest On Lawyers’ Trust Accounts (IOLTA), Equal Access to Justice Fund (EAF), Victims of Crime Act (VOCA) and Community Development Block Grants (CDBG), which have extensive reporting requirements. We also receive numerous grants from private foundations, and contributions from attorneys and other individual donors.

We are governed by a 10-member Board drawn from the local legal community. CCSLS' budget has in recent years fluctuated from $600,000-$900,000, rising most recently with Covid and Relief funding.
ABOUT THE EXECUTIVE DIRECTOR ROLE:
CCSLS’s Executive Director provides leadership and vision to the organization, in conjunction with the Board and is responsible for leading the overall operation and administration of the agency, including supervising personnel, program management, financial management and fundraising.

We seek a team-oriented leader with experience driving successful programs, fundraising, relationship-building, and organizational development. Candidates should possess a strong desire to improve the well-being of older residents of Contra Costa. Salary range: $115,000 - $135,000. Benefits include paid vacation, 12 holidays per year, Bar dues and MCLE, and an employer contribution for medical insurance or retirement.

DESIZED QUALIFICATIONS:
- A California-licensed attorney strongly preferred
- Demonstrated excellence in a senior leadership position in a legal services or similar nonprofit organization
- An inclusive leadership style that embraces collaboration, trust, and transparency
- Demonstrated ability to design and deliver on fundraising strategies and donor relations
- Solid, hands-on, budget skills, including preparation, analysis, decision making and reporting
- Strong organizational abilities including planning, delegating, and program development
- Ability to convey a vision of CCSLS’s strategic future to staff, board, volunteers and donors
- Strong written and oral communication skills
- Comfort engaging with a diverse team and board members, allies, clients, donors, and officials
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

KEY ORGANIZATIONAL GOALS (2022-24 STRATEGIC PLAN):
- Serve More Seniors than Pre-Covid
- Strengthen our Community Leadership Role
- Make Greater Use of Data to Improve Impact
- Strengthen Partnerships and Collaboration for Wraparound Services
- Diversify Fundraising Revenue and Increase Development Efforts

KEY RESOURCES:
- Committed board and staff members with deep knowledge and capacities
- Substantial cash reserves
- 2022-24 Strategic Plan
- Strong relationships with funders, allies, and advocates
- A forthcoming report on CCSLS's strengths and challenges, staffing structure and the ED role, strategic alignment, managing financial changes, addressing the growing senior population
KEY RESPONSIBILITIES:

- **Board Governance:** Work with board to fulfill the mission, communicate effectively with the Board and provide timely, accurate information for informed decisions
- **Financial Performance and Viability:** Develop and manage resources to ensure financial health through budget management, fundraising, grant writing, grant reporting and compliance, and payroll supervision
- **Organization Mission and Strategy:** Work with board and staff to ensure that the mission is fulfilled through programs, strategic planning, legal action, and community engagement
- **General Policies and Compliance:** According to Board policy, applicable laws, and regulations
- **Human Resources:** Select and manage the team; promote a respectful, resilient, and equitable workplace
- **Community Engagement:** Engage and energize volunteers, partners, and government officials
- **Resource Development:** Drive fundraising and grant activities to meet and/or exceed goals
- **Diversity, Equity, Inclusion & Belonging:** Build capacity of self, team, and Board to engage deeply and productively with the communities we serve

TO APPLY:

Send a resumé and a cover letter explaining your interest in the position, and why you believe your experiences and skills are a good fit for the position to jobs@ccsls.org by **July 17, 2023**. Resumes will be reviewed, and interviews scheduled on a rolling, first-come-first-serve basis. CCSLS is an equal opportunity employer. This is not a remote position. No calls, please.