

The Philadelphia Lawyers for Social Equity (PLSE) a nonprofit, non-partisan organization is seeking an Executive Director. PLSE provides free legal advice and representation to low-income Pennsylvania residents whose criminal records are holding them back from achieving their social and career potentials. PLSE seeks a more equitable social environment for those with criminal records through individual representation, strategic litigation, community education, research and advocacy. PLSE does this by seeking expungements in criminal court and pardons from the Governor; educating elected, business, and community leaders; empowering and organizing under-resourced communities; and leading legislative, administrative and systemic reform.

### **POSITION SUMMARY**

- The Executive Director must possess strong organizational acumen, supervisory leadership, strategic planning, fundraising, and interpersonal skills; exhibit outstanding judgment; and be a critical thinker.
- The Executive Director champions the organization's mission and values and leads the development of strategies for the organization's core priority areas in cooperation with the Board of Directors.
- Executive Director must be adept at balancing internal management with external impact and visibility.
- The Executive Director will be enthusiastic about implementing and embedding people-centric workplace norms, values, and practices that embrace inclusion, diversity, and equity. The Executive Director will welcome difficult conversations, foster connections, build the community, and value collaborative decision-making.
- The Executive Director will possess effective leadership with external stakeholders: corporate and institutional funders, individual donors, law firms, *pro bono* attorneys, and other legal and non-legal nonprofit organizations.

### **RESPONSIBILITIES**

- Formulate a compelling vision in partnership with the board and staff to advance PLSE's mission.
- Review the quality of legal work, ensuring appropriate staff oversight and training and monitoring workloads.
- Cultivate, develop, solicit, and steward individual and institutional donors and funders actively and consistently.

- Oversee PLSE's finances, including preparing and monitoring the budget and annual audit. Manage external accountant's monthly financial reports and review them with board audit/finance committee. Ensure appropriate financial controls are in place, including written financial procedures.
- Serve as the primary spokesperson and liaison with community and media. Develop relationships and communicate with the media. Participate in speaking engagements and writing about the organization and its impact.
- Connect with individuals and organizations, including *pro bono* attorneys and community groups, and maintain contacts with other public interest groups.

## **CRITERIA**

- Genuine passion for PLSE's mission and client base.
- Proven experience cultivating, soliciting, and partnering with institutional and individual donors and/or willing to engage in fundraising in support of an internal or external fundraiser.
- A J.D. is preferred but not required, and high-impact litigation or litigation experience with a law firm or public interest legal organization is preferred.
- A collaborative, transparent, mature, and warm leadership style able to inspire an already highly motivated and performing staff. The Executive Director must lead by example, be accountable, and exercise good judgment. Ability to attract highly qualified and driven employees.

## **COMPENSATION**

The anticipated salary is between \$90,000 and 115,000 with benefits.

## **PROCESS TO APPLY**

PLSE is an equal opportunity employer.

Applicants are invited to submit their resume and letter of interest, including a statement of qualifications and how your unique background and/or experiences would contribute to PLSE. Review of candidate materials will begin immediately and will continue until the position is filled. For best consideration, please apply by **June 15, 2024** by contacting Ryan Allen Hancock, Esq. at [rhancock@wwdlaw.com](mailto:rhancock@wwdlaw.com).