

LSNWJ Director of Operations



Legal Services of Northwest Jersey seeks an experienced and highly motivated public interest attorney to serve as the Director of Operations for our five-office program providing civil legal assistance to people in need in the northwestern counties of New Jersey. The position is based in our Somerville office at 90 East Main Street, Somerville, New Jersey.

The Director of Operations will assist the Chief Executive Officer in the overall operation of the program, which includes advancement of LSNWJ's mission; financial oversight; resource development; regulatory and funding compliance; and hiring and professional development of staff. The Director of Operations will manage the Somerset County office located in Somerville, New Jersey.

Director of Operations' Duties & Responsibilities:

- Assists the CEO in ongoing planning of the program's goals, objectives and outcomes, and develops and oversees policies, projects, and structures to implement those goals, as well as communicating with staff regarding them;
- Assists the CEO in the establishment and maintenance of case management, supervision, performance review, training and recruitment systems;
- Supports investment in LSNWJ by grantors and contributors; prepares grant applications, renewals, and reports;
- Oversees the continued development and management of LSNWJ's private bar involvement program;
- Supervises, maintains, and enlarges LSNWJ's client community outreach, including through the development and implementation of a comprehensive social media and communications plan that effectively advances LSNWJ's strategic goals and builds our visibility in the client community;
- Directs and manages the operations of the Somerset County program implementing agency and program objectives, outcomes, and organizational structures and functions and assuring that high-quality legal assistance is provided by maintaining a work environment that is conducive to the efficient delivery of priority services as established by the Board of Trustees;
- Oversees collection and analysis of client feedback data;
- Acts on behalf of the CEO in the absence of the CEO;
- All other duties as assigned.

Competencies:

- Advanced capabilities with technology, including word processing, case database, calendaring and scheduling software, e-mail, internet and legal software.
- Ability to maintain an excellent working relationship with all members of the office staff and Board of Trustees, and work in team environment.

- Ability to handle multiple and complex projects.
- Excellent analytical, oral communication and writing skills.
- Ability to analyze issues, make decisions and effect change.
- Thorough knowledge of and strict adherence to regulations, ethics, policies and procedures that apply to legal services programs.
- Thorough knowledge and understanding of and strict adherence to the Rules of Professional Conduct.
- Working knowledge of and strict adherence to financial standards applicable to non-profits and legal services organizations, trust account rules, internal controls, and anti-fraud procedures.

Requirements:

- J.D. from ABA accredited law school.
- Licensed attorney of the State of New Jersey or licensed in another state and committed to seeking NJ Bar admission.
- Minimum of 10 years of experience in public interest law or comparable experience.

Professional Expectations:

- Continued commitment to public interest and legal services for people with low incomes.
- Continued professional growth.
- This position requires the commitment of the time necessary to meet the duties and responsibilities of the position and requires, at times, participation in activities outside of normal business hours.

Compensation is based on work experience and qualifications. LSNWJ offers a comprehensive benefits package that includes medical, dental, life insurance, long-term disability insurance, and a 401k retirement plan. LSNWJ facilitates training that offers professional licensing credit.

LSNWJ is an equal opportunity employer. The LSNWJ team is passionate about our work and encourages a supportive teamwork environment with work-life balance. If you share our passion for equal justice, please email resume, references, and cover letter to: gkelly@lsnj.org. Please detail in your cover letter how you believe you meet the needs of the position. We invite candidates to include, as well, a statement of how your background and experiences might contribute to the diversity and cultural vitality of LSNWJ. Applications will be accepted until the position is filled.