

LEGAL AID OF WESTERN MISSOURI (LAWMO)

DEPUTY EXECUTIVE DIRECTOR

Position Summary

The Deputy Executive Director reports directly to the Executive Director and is a key member of LAWMO's leadership team. The Deputy Executive Director works closely with the Executive Director and the Board on for many key aspects of LAWMO's administration, including strategic planning, staff oversight and personnel issues, recruiting and developing collaborative partnerships with other organizations.

Status: Full-time, exempt position
Salary: Commensurate with experience

Responsibilities:

1. Working with the Executive Director and, perhaps, with third party facilitators, leads the preparation of LAWMO's needs assessments and strategic planning processes, and oversees the day-to-day implementation of the strategic plan;
2. Acts as liaison between all outlying offices and the central office, and supervises the managing attorneys for all offices other than the central office;
3. Assists and takes a leadership role in developing collaborative partnerships with other organizations that provide services to our clients;
4. Take a leadership role in the oversight of personnel management issues and in recruiting staff for the organization;
5. Assists in planning and implementing fund raising, marketing and public relations strategies;
6. Time permitting, maintains a significant case load;
7. Assists in developing and implementing a state legislative strategy;
8. Oversees CLE scheduling for staff attorneys;
9. Investigates and responds to client grievances;
10. Assists in compliance with Legal Services Corporation (LSC) regulations; and,
11. Otherwise assists the Executive Director in any appropriate way

Qualifications:

- Must be a Missouri licensed attorney in good standing. Substantial experience in legal services work or the equivalent preferred.
- A proven ability to lead and motivate staff.
- Excellent verbal and written communications skills.
- Excellent collaborative skills.
- Excellent organizational skills.
- A commitment to LAWMO's mission of improving the lives of those in need through quality legal assistance.

Benefits:

- Health, dental and life insurance
- 401(k) plan with up to 3.5% matching contributions
- Additional employer-funded retirement contributions
- An excellent work environment, a balanced life and great satisfaction

Application Information:

Resumes are reviewed on a rolling basis, but are requested no later than January 25, 2012. Please email your resume to: glombardi@lawmo.org

Or mail your resume to:

Gregg Lombardi, Executive Director
Legal Aid of Western Missouri
1125 Grand Blvd., Suite 1900
Kansas City, MO 64106