



## IDAHO LEGAL AID SERVICES

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*Advocacy. Education. Representation*

### **Idaho Legal Aid Services Seeks Executive Director**

Idaho Legal Services (ILAS), a statewide nonprofit law firm committed to serving low income, historically marginalized, and vulnerable Idahoans, is seeking an Executive Director to lead the program into the future. The successful candidate will succeed ILAS's long-time executive director, whose involvement with Idaho Legal Services spans 25 years, 11 as executive director.

ILAS's mission is to provide equal access to justice for low-income people through quality advocacy and education. Idaho's largest non-profit law firm serves the state through offices in Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, Idaho Falls and a satellite office at the Nampa Family Justice Center. ILAS also operates attorney staffed domestic violence, housing, and senior legal advice lines. The ILAS website, [www.idaholegalaid.org](http://www.idaholegalaid.org), offers intake, educational materials and legal forms.

The program focuses on the basic needs of the more than 210,000 low-income Idahoans. Housing cases are the largest by volume. Representation of survivors of domestic violence, dating violence, sexual assault and stalking consume the biggest share of resources. Public entitlements, including assisting seniors to obtain Medicaid for long term care is another sizable practice area. ILAS has units focused on serving Native Americans and agricultural workers as well as an impact practice focused on federal litigation.

ILAS has a staff of 48, including 23 attorneys. ILAS has an annual budget of approximately \$5 million, primarily from federal and state grants, and private fundraising.

#### **Key Executive Director Responsibilities:**

- Provide effective governance, leadership and administration of ILAS.
- Ensure ILAS provides effective legal representation and other activities intended to benefit Idaho's low-income population.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Develop and maintain collaborative relationships with individuals and organizations that can help ILAS accomplish its mission.
- Monitor ILAS operations and ensure ILAS staff and operations comply with regulatory and legal requirements.
- Increase and diversify financial support for ILAS.

- Work closely with the finance staff to ensure ILAS's financial health and stability through sound financial planning and management systems.
- Engage with the Board of Directors to ensure it can effectively execute its governance, financial oversight and leadership functions.
- Promote equity in the program's delivery of services to all clients, with a staff, Board, and culture that promotes mutual respect and teamwork.
- Maintain and grow an effective communications program to better and engage and serve the low-income population throughout Idaho.

The complete job description can be found at <https://www.idaholegalaid.org/>.

### **Qualifications and Experience:**

- JD from an ABA accredited law school, licensed attorney in good standing for a minimum of ten years, membership in the Idaho State Bar or ability to become a member;
- Significant civil legal practice experience;
- A visionary, positive and collaborative leadership style;
- Strong leadership skills and a passionate commitment to advocating for the legal rights of low-income individuals and those from disadvantaged communities;
- Management experience in a legal services organization, nonprofit organization, law firm, corporate law department, branch of a court system, or government agency. Experience to include programmatic planning, evaluation, staff supervision, legal systems development, fiscal oversight, reporting and budget development;
- Experience developing relationships for resource development and a history of either overseeing the development of or writing grants;
- Knowledge of the Legal Services Corporation (ILAS's primary funder) and state regulatory systems that apply to ILAS;
- A high level of initiative and the ability to make decisions, solve problems and plan;
- Experience working with organizations and individuals with diverse backgrounds and perspectives, including clients, staff, board members, and the public;
- Personal attributes including resilience, open-mindedness, ability to motivate and delegate, professionalism, integrity and good listening skills; and
- Located in or able to commute to ILAS's Boise office.

**Location.** This is primarily an on-site position at ILAS's Boise office. The Executive Director must undertake periodic travel throughout Idaho, including to ILAS's Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, and Idaho Falls offices.

**Salary.** The anticipated salary range is \$130,000 plus, DOE.

**Application Process.** Materials should be submitted to [bevalen@idaholegalaid.org](mailto:bevalen@idaholegalaid.org). Candidates with questions are encouraged to contact Board Chair Brooke Redmond at [bredmond@wrightbrotherslaw.com](mailto:bredmond@wrightbrotherslaw.com). The application deadline is August 15, 2024. Please include a cover letter, resume and a list of three professional references.

ILAS encourages qualified candidates of all backgrounds to apply. Qualified applicants are considered regardless of race, color, national origin, religion, age, marital status, sex, gender identity, or disability.

For accommodation requests, email Bev Allen at [bevallen@idaholegalaid.org](mailto:bevallen@idaholegalaid.org). Job offers are contingent upon a criminal background check. ILAS is a drug-free, alcohol-free workplace.

**About Idaho Legal Services.** ILAS provides high quality civil legal services to the most vulnerable individuals in Idaho. The 19-member board consists of attorneys and client eligible representatives appointed by organizations from across the state. ILAS offers a supportive and inclusive environment for clients and staff.

The organization is highly regarded among lawyers and community leaders. ILAS is known for its impact work, with more than a dozen successful decisions from the Ninth Circuit Court of Appeals. It won the denial of certiorari of a successful case at the US Supreme Court in 2022. ILAS prioritizes obtaining the maximum benefit from every dollar it receives. As part of that effort it has embraced new technologies and service delivery approaches.

ILAS's Boise Office staff includes staff members assigned to serve clients in the Fourth Judicial District, and its leadership team, also known as the Administrative Unit, which includes the executive director, deputy director, director of finance and administration, finance assistant, development director, and executive assistant.

ILAS organizes its legal work through statewide specialty groups that include a family law, housing, public entitlements/seniors and support staff groups. Specialty Group chairs provide support and training for the staff that participate in each group. Managing attorneys provide regional office administration and mentor regional staff.

**About Idaho.** Idaho is a large western state undergoing a fundamental social and economic transformation. Idaho has had one of the nation's highest population growth rates for years and is now home to 1.9 million people. Its economy is booming and unemployment is 3.3%. Crime is below the national average. The cost of living is slightly below the national average. More than half of Idaho is public land and offers incredible recreation. Whitewater rafting, hiking, skiing, mountain biking and other outdoor sports are very popular. Idaho is ranked the #3 of the Best States Overall by US News and World Report.

Boise, the location in which this position is located, is one of American's nicest cities. The metropolitan area is a little over 750,000 people. The fast-growing downtown is safe, vibrant, and boasts shopping and excellent dining options. The city is home to one of the largest Basque populations outside of Spain. The Boise foothills offer more than 180 miles of public trails and the Bogus Basin ski hill. The city is bisected by the Boise River which is lined by the Boise River trail and a string of parks that stretch across the city. Boise has quality schools and is the home of Boise State University. The city has more than 200 days of sunshine. The Boise airport provides connections across the country.