

Job Description, Executive Director

Idaho Legal Aid Services

July 11, 2024

A. Provide effective governance, leadership and administration of Idaho Legal Aid Services (ILAS).

1. Develop and share a vision for ILAS to accomplish its mission.
2. Use ILAS mission and strategic plan to guide actions.
3. Ensure ILAS maintains a coherent and comprehensive legal services delivery structure.
4. Ensure ILAS has a modern technology infrastructure to effectively fulfill its mission.
5. Ensure ILAS has a modern human resources infrastructure to effectively serve the program and its employees.
6. Ensure ILAS participates in the legal services delivery system in Idaho and nationally.
7. Lead by example and serve as a professional role model to ILAS staff and within the legal community.

B. Ensure ILAS provides effective legal representation and other activities intended to benefit Idaho's low-income population.

1. Identify, recruit, train and develop a talented team of mission-oriented employees who can carry out ILAS organizational functions.
2. Conduct an ongoing evaluation of the staffing necessary for ILAS to accomplish its mission. Generate related job descriptions.
3. Conduct an ongoing evaluation of strategies to recruit and retain quality staff. Work with the board to adopt and implement those strategies.
4. Ensure staff receive high quality ongoing training relevant to their positions.
5. Maintain a mentor system for all newer staff.
6. Maintain a robust staff evaluation system for all employees.
7. Provide ongoing staff feedback.
8. Create and maintain an effective management team.
9. Set salaries for all ILAS staff.
10. Maintain an effective Private Attorney Involvement system.

C. Develop the organizational culture and promote transparency and collaboration throughout the organization.

1. Ensure that ILAS maintains a culture of client service.
2. Maintain ongoing communication with all staff about developments at ILAS.
3. Support managerial staff including managing attorneys, unit directors, office managers and specialty group chairs in their leadership roles.
4. Stimulate professional development of staff by giving them opportunities to grow and advance in their careers.
5. Promote ILAS attorney participation in and contribution to the legal profession in Idaho.

D. Develop and maintain collaborative relationships with individuals and organizations that can help ILAS accomplish its mission.

1. Develop relationships with law related organizations including leadership of the Idaho judiciary, Idaho State Bar and Law Foundation, regional legal services programs, attorneys and Legal Services Corporation staff.
2. Develop relationships with non-law related organizations including partner and stakeholder organizations, funders, governmental leaders, business and civic leaders and other relevant parties.

E. Monitor ILAS operations and ensure ILAS staff and operations comply with regulatory and legal requirements.

1. Establish and oversee implementation of policies and procedures as needed by ILAS and/or as required by funders.
2. Maintain ongoing communication with ILAS managerial staff and with the administrative unit.
3. Create a culture stressing the need to follow regulatory and legal requirements.
4. Annually visit each ILAS office in person.
5. Conduct performance evaluations for direct reports annually.
6. Monitor progress of Strategic Plan objectives.

F. Increase and diversify financial support for ILAS.

1. Work with Development Director to maximize funds for ILAS through grants, donations, attorney's fees and other funding sources.
2. Participate in the Access to Justice Idaho fundraising campaign that raises funds for the beneficiaries, including ILAS.
3. Provide an ongoing evaluation of the needs of the development department.

G. Work closely with the finance staff to ensure ILAS's financial health and stability through sound financial planning and management systems.

1. Provide ongoing oversight and management to the finance department.
2. Ensure that ILAS maintains a modern finance system that enables ILAS to make timely and informed financial decisions.
3. Participate in budgeting.
4. Ensure timely completion of ILAS's annual audit.
5. Ensure the financial system employs modern safeguards to protect program financial health and integrity.

H. Engage with the Board of Directors to ensure it can effectively execute its governance, financial oversight and leadership functions.

1. Periodically arrange for a comprehensive assessment and ongoing consideration of the most pressing civil legal needs of low-income people and collaborate with the board to target resources to address those needs.
2. Collaborate with the board of Directors and ILAS staff to create and implement strategic plans to actualize ILAS goals and objectives.
3. Consult with the Executive Committee or full board as needed for ongoing advice and guidance.
4. Maintain and update a Salary Administration Plan in collaboration with the board.
5. Maintain and update key organizational policies in collaboration with the board.
6. Organize and administer board meetings with the Executive Assistant.

I. Promote equity in the program's delivery of services to all clients, with a staff, Board, and culture that promotes mutual respect and teamwork.

1. Ensure that ILAS employs staff who respect the diverse client community that ILAS represents.
2. Utilize incentives to employ multi-lingual staff who assist ILAS to better represent its diverse client community.
3. Employ policies and training designed to ensure ILAS treats all employees with dignity and sensitivity.

K. Maintain and grow an effective communications program to better and engage and serve the low-income population throughout Idaho.

1. Work to educate the public about ILAS and its mission.
2. Conduct ongoing evaluation of the best mediums and strategies to educate others about ILAS and available services.