



## **Executive Director (ED), Austin Texas**

Lawyer Referral Service of Central Texas (LRS) is a 501(c)(6) nonprofit organization dedicated to successfully matching clients who need legal services with lawyers who are interested and qualified to help with their legal issues. Since 1966, LRS has been providing assistance for those looking for a private practicing lawyer. The lawyers on the LRS panel are screened for experience, required to carry malpractice insurance, and must be in good standing with the State Bar of Texas.

LRS is presently seeking a dynamic and experienced leader with the demonstrated range of strategic, resource development, and management skills necessary to strengthen the organization's capacity and advance its mission to assist the public locate help for their legal needs through legal information and referrals to lawyers and community partners.

LRS operates with a staff of three full-time employees, interfaces with a robust network of attorneys, and continuously identifies the legal needs of the general public.

Reporting to the Board of Trustees, the ED will be responsible for the overall direction, management, financial health, and public image of LRS. The ED's primary responsibility is to plan and execute programs and administrative systems to achieve the organization's mission, core values, and strategic niche.

Essential duties and responsibilities of the ED:

### **Leadership and Strategic Vision**

- Serve as primary liaison to the Board of Trustees, acting as an advisor and ensuring they are informed of the organization's operations and financial status, community interests and programming opportunities, policies affecting LRS membership, and other matters of importance to achieve the organization's mission.
- Serve as the organization's primary spokesperson, along with the Chair of the Board of Trustees, on organizational matters.
- Oversee hiring, orientation, training, supervision and dismissal of organizational staff and ensure that all staff members are informed, their activities are well coordinated, and they have the necessary resources to be productive and contribute to the goals of the organization in a positive, team-oriented manner.
- Manage staff appropriately to ensure resource development, programs, and administrative functions run efficiently and effectively.

- Oversee the management of the organization's financial affairs, including the development and administration of budgets; accounting of funds and compliance with appropriate local, state, and federal laws.
- Oversee the management of organizational assets.
- Oversee the development and maintenance of information systems that support the organization's operations.
- Direct the development and enhancement of relationships with strategic partnerships within the community, including other nonprofits, the business community, funders, and others.

### **External Relations/Resource Development**

- Oversee the client satisfaction surveys; provide feedback to attorney members as needed, and notify the Board of Trustees of any repeat or unusual problem between clients and attorneys.
- Consult with callers lodging complaints against LRS service, LRS employees, or LRS panel members. When appropriate, bring complaints to the attention of the LRS Board Chair.
- Develop and implement public relations plan to educate the public regarding legal rights and responsibilities and the availability of LRS to help facilitate access to the legal system.
- Coordinate activities with other legal and social service providers; develop and maintain a list of local resources.
- Liaison with all sponsoring bar associations.
- Seek out and participate in community outreach forums and seminars presented by local agencies and organizations.
- Develop and implement panel member recruiting programs.
- Interview and screen attorney applicants to LRS; respond to attorney inquiries regarding rules and procedures of LRS.
- Maintain accurate records in database.
- Suspend and/or terminate membership in LRS according to the procedures established in LRS's policies.
- Communicate on a regular basis with all attorney members of LRS.

### **Qualifications**

- Bachelor's degree required; advanced degree is desirable;
- At least 4 years of experience in business administration and/or office management, legal background preferred;
- A strong commitment to the LRS mission;
- Computer skills including familiarity with word processing and spreadsheet software;
- Must have excellent verbal and written communication skills and possess working knowledge of community based marketing;
- Must have ability to delegate and supervise other employees; and
- Must have ability to work with Board of Trustees.

LRS, an Equal Opportunity Employer, offers a competitive annual salary and generous benefits package. LRS does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, disability, religion, national origin or any other basis prohibited by applicable law.

### **Instructions for Application**

Résumés, cover letters and references will be accepted until 5:00 PM, April 11, 2017. To apply for this position, please email your résumé, letter of interest, and a list of three references to [admin@austinlrs.org](mailto:admin@austinlrs.org).