

## Healthy Nonprofits Program Director (San Francisco)

**OneJustice** is an innovative and award-winning nonprofit that brings life-changing legal help to those in need by transforming the civil legal aid system. OneJustice works statewide to build the capacity of all components of California's civil legal aid system to meet the legal needs of local communities and to ensure the availability of services statewide. The organization has three core program areas: (1) Healthy Nonprofits, which ensures legal services organizations have the business and management skills needed to survive and thrive; (2) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal public policy and funding issues. More information about OneJustice is available at [www.OneJustice.org](http://www.OneJustice.org).

**Position Description:** The Healthy Nonprofits Program (HNP) Director has two key areas of responsibility: (1) serving as a member of OneJustice's six-person Management Team, working collaboratively to ensure the health, sustainability, and effectiveness of the organization as a whole; and (2) responsibility for managing and growing the Healthy Nonprofits Program to achieve OneJustice's strategic goals, including directing OneJustice's Executive Fellowship and participating in HNP consulting projects. The Director leads the five-person Healthy Nonprofits Team and directly supervises two Senior Staff Attorneys. The Director reports to the Chief Program Officer and is based in the San Francisco office. The Director also works closely with the Director of Innovation and Learning to bring a creative problem-solving lens to the work of the team, as well as with the Senior Manager of Research & Evaluation to assess and understand the impact of HNP projects.

### **Key Responsibilities**

**(#1) Organization-Wide Management and Leadership:** The HNP Director shares responsibility with the management team for the overall impact, strategies, health, and sustainability of the entire organization, which includes:

- Strategic Planning & Program Management: ensuring the organization operationalizes the vision, mission, and long-term strategic goals through high impact annual plans for all aspects of the organization
- Finances, Budget and Strategic Resource Management: balancing resources and strategy, participating in the annual budget process, monitoring organization-wide financial health and sustainability
- Talent Management: building a strong organizational culture around hiring, supporting, developing, and retaining diverse staff who are driven by OneJustice's unique mission and purpose, supporting an organizational culture that fosters continuous learning
- Communications & External Relations: building a robust communications program at OneJustice, and frequently serving as an ambassador for the organization and all of its programs with external stakeholders and funders

**(#2) Healthy Nonprofits Program Management and Leadership:** The HNP Director has two types of programmatic responsibilities within the HNP Program. First, the position is responsible for managing the HNP Program such that the team achieves its programmatic, financial, and operational goals and objectives (i.e., achieving results by managing the team and staff). Second, the Director is an individual contributor on two specific HNP projects: (i) as the Director of the Executive Fellowship program and (ii) as a participant in HNP consulting teams to provide consulting services to legal services nonprofits in strategic planning, board governance, fundraising, and pro bono design and management.

**#2A: The HNP Director's Program responsibilities include:**

**HNP Program Management:** Lead and oversee all aspects of the Healthy Nonprofits Program, including:

- Work closely with the CEO and Chief Program Officer to set vision, theory of change, annual goals and objectives for the Healthy Nonprofits Program
- Provide leadership, support and direction in the development of new HNP programs to meet changing needs of the 100+ legal services organizations in OneJustice's network
- Proactively lead the efforts to project and secure revenue streams for HNP projects, including earned income and grant funding
- Expand and deliver HNP programs effectively, including compliance with reporting and documentation to funders
- Monitor and evaluate existing HNP programs, using data to drive decisions (with support from the Senior Manager of Research & Evaluation)
- Cultivate innovation and creative problem-solving in the HNP team (with support from the Director of Innovation & Learning)

**HNP Talent Management and Supervision:**

- Responsible for developing and motivating the HNP team members, including ensuring annual professional development plans are in place for all team members
- Responsible for Human Resources decisions for the HNP Team, including overseeing the use of OneJustice's performance management system with all HNP staff
- Supervises two Senior Attorney positions

**HNP Program Revenue and Budget:** Ensures the effective generation and management of HNP's financial resources, including:

- Ensure that the HNP team compliance with its annual budget, including achieving all goals for revenue and expenses
- Responsible for overseeing implementation and compliance with the HNP grants portfolio (foundation and government sources)
- Responsibility for the HNP earned income streams, including overseeing invoicing and payment
- Oversee accurate annual project budgets for the HNP program
- Monitor HNP expenses, make adjustments as necessary, and communicate changes to the Chief Program Officer and Director of Finance & Operations

**#2B. Project-Level Responsibilities: Executive Fellowship and HNP Consulting Project:** The Director has two individual programmatic areas of work as an individual contributor: (i) directing the Executive Fellowship program and (ii) serving as a member of HNP consulting and training teams. Serving as the Executive Fellows Director includes:

- Recruit potential Fellows to the Executive Fellows Program
- Admit Fellows to the Program, and make decisions about tuition payments and scholarships
- Retain and build relationships with outside faculty members, offering preparation assistance beforehand and time to provide feedback after the session
- Act as a Capstone Coach to a set number of Fellows
- Over time (and if desired) serve as faculty in the Executive Fellowship
- Oversee the HNP Program Associate's contributions to this project, which includes handling communications with Fellows and logistics for in-person sessions in San Francisco and Los Angeles.
- Manages the Executive Fellowship budget, including generation of earned and grant revenue

**Qualifications:**

- Nonprofit experience required; legal aid/public interest or public policy experience *highly preferred*
- BA required. Advanced degree (JD, MBA, MPA or related degree) or commensurate work experience in a leadership role preferred
- At least 1 year of experience in a Director-level management role or any senior leadership role with commensurate responsibilities in terms of managing budget, talent, team, and program (in the nonprofit sector *required*)
- An equity mindset (awareness of the inequities that exist at multiple levels from the personal to the systemic) and demonstrated commitment to the values of diversity and inclusion
- Extensive project management experience with proven ability to deliver results
- Strong commitment to the professional development of staff
- Emotional intelligence and a problem-solving approach
- The ability to set clear priorities, delegate, and work effectively with a team
- Highly developed analytic, organization and problem-solving skills, which support and enable sound decision-making
- The ability to communicate and work effectively with a variety of internal and external stakeholders
- Outstanding presentation and communication skills
- Extensive travel within California and some travel nationally is required

**Salary & Benefits:**

- Starting salary for the Director position is \$75,680, (with required 1 year experience in a Director-level management role or any senior leadership role with commensurate responsibilities). The full Director salary range is \$68,800 (starting salary for no prior Director experience) to \$103,200 (ten year of prior experience at the Director level), as dictated by the OneJustice salary scale.

- Benefits include fully paid health insurance (medical, dental, and vision), life and disability insurance, and generous paid leave (vacation, sick, and holidays - including a full week off during the winter holidays)
- Professional development support including annual professional development plan and funds
- OneJustice also offers a flexible spending account for qualified health, child care, and commute expenditures
- An opportunity to work on the cutting edge of legal services innovation and growth
- A supportive, team-based environment and commitment to ongoing professional development

**Application Process:**

To apply, please visit: <https://onejustice.bamboohr.com/jobs/view.php?id=15>

**Applications must be received by 5pm on Friday, November 30, 2018 (extended deadline).  
The ideal start date is January 2019.**

In the online application system listed above, be prepared to submit the following information: 1) a cover letter explaining your interest in and qualifications for the position that describes relevant work and/or volunteer experience; 2) your resume; 3) three references; **and 4) a response to the following question:**

OneJustice serves highly diverse communities in our clients and in the broader legal services sector. To ensure that our agency is best positioned to serve these communities, OneJustice strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with our communities. We see this as a commitment to enhance the provision of our services to all clients and nonprofits and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **Please address in your cover letter how your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural competency and diversity amongst our staff.** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our various communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.