



CARLSONBECK

EXECUTIVE SEARCH FOR PHILANTHROPY & NONPROFITS

## Position Specification



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### Chief Executive Officer

03 March 2020



Carlson Beck advises **OneJustice** on the basis of an exclusive consulting assignment. The following details are for your information and should be shared with discretion.



# ONEJUSTICE

## POSITION SPECIFICATION

**THE POSITION:** CHIEF EXECUTIVE OFFICER

**REPORTS TO:** BOARD OF DIRECTORS

**LOCATION:** SAN FRANCISCO, CALIFORNIA OR LOS ANGELES, CALIFORNIA

### THE ORGANIZATION

#### *Mission and Vision*

OneJustice brings life-changing legal help to those in need by transforming the civil legal aid system. The organization advances the impact of legal aid delivery by analyzing, advocating for, convening, and transforming the network of nonprofits that provide legal assistance to those in need.

OneJustice works for a day when every person facing life problems with legal solutions has access to the quality legal services they need.

#### *Overview*

Founded in 1979, OneJustice was historically focused on building the capacity of the 150 nonprofits that compose the legal services delivery system in California. The organization is currently exploring how to achieve national impact in response to demand for its approaches and projects from outside California.

#### *The Need*

Millions of people with lower incomes face legal barriers to basic needs such as access to safe and stable housing, medical care, freedom from violence, employment, education, and access to essential safety net programs. These people suffer needlessly simply because they cannot afford attorneys.

Legal aid nonprofits remove legal barriers and provide life-changing representation, helping millions of families, veterans, seniors, children, and survivors of domestic violence every year. However, they are only meeting a limited part of the need, due to lack of resources and complex external and internal challenges.

#### *OneJustice's Response*

OneJustice advances the impact of the legal services delivery system by:

- ***Understanding and analyzing the system*** by mapping with data how and where people get legal services, finding bright spots for replication, and identifying gaps in the system;
- ***Amplifying and defending the system*** by representing the needs of California's legal aid system on federal policy and funding issues, as well as collaborating with philanthropic funders that invest in legal aid; and

- **Building the capacity of the legal aid nonprofits** that comprise the system through increased nonprofit management skills and use of pro bono private sector resources.

### **Programs and Initiatives**

OneJustice increases the impact of legal services through three core program areas and two crosscutting initiatives:

- **Californians for Legal Aid:** Building a grassroots network of people who care deeply about justice around campaigns focused on federal public policy and funding that impacts the delivery of legal services in California;
- **Healthy Nonprofits:** Providing training, resources, consulting, and cohort-based learning programs that increase the nonprofit management knowledge and skills of legal aid leaders, staff, and teams;
- **Pro Bono Justice:** Building the capacity of legal aid nonprofits to engage private sector pro bono resources while working with the private sector to increase the pro bono resources available;
- **Immigration Initiative:** Working with nonprofit and private sectors to map the delivery system, educate public policy decision makers about immigration needs in California and on the border, and increase the pro bono immigration resources in California through capacity building, pro bono coordination, and pro bono immigration clinics; and
- **Rural Justice Initiative:** Documenting the divide between rural and urban legal services, advocating for increased resources for rural areas, and building a statewide response that allocates urban pro bono resources to serve non-urban areas.

### **Operations and Organizational Structure**

OneJustice has a \$3.3 million operating budget with offices in San Francisco and Los Angeles, and 20+ staff members, including attorneys, researchers, and innovators. OneJustice attracts smart and emerging civil/social justice leaders with an activist mindset and a drive to bring about systemic change.

OneJustice has a Board of Directors of up to 29 members, comprised of professionals from law firms, law schools, corporate legal departments and nonprofit organizations whose purpose is to steer OneJustice’s campaigns to expand the legal help available to Californians in need.

For additional information on OneJustice, please see [www.onejustice.org](http://www.onejustice.org).

### **THE POSITION**

OneJustice has been very successful; it has experienced substantial growth in the breadth and impact of its work over the years. The organization seeks a visionary leader to build on its rich history and guide the organization through its next phase of evolution.

The Chief Executive Officer (“CEO”) of OneJustice provides strategic vision and leadership on matters of governance, mission, programs, budget and finance, and operations. They will:

- Oversee all OneJustice’s activities.



- Ensure effective management and operations of the organization including administrative, human resources, financial, and planning functions.
- Build and further relationships, partnerships, and strategic alliances with the legal and civil legal aid community and other key stakeholders to help shape and advance OneJustice's systemic change agenda.
- Raise the profile, visibility, and impact of the organization.
- Serve as an organizational and sector spokesperson and thought leader.
- Drive the financial stability and long-term viability of the organization. Oversee management of financial resources. Maintain appropriate financial compliance, reporting and auditing activities.
- Develop and lead the agency's fundraising efforts, which include stewardship of both private and public funds.
- Cultivate resources needed to accomplish the mission and support all operations.
- Ensure a professional and stable workforce that effectively accomplishes the work of the organization. Maintain the performance management and evaluation system for all staff.
- Manage a high-performing team with ongoing professional development and coaching.
- Enhance the organizational culture, including a sustained commitment to diversity, equity and inclusion.
- Ensure development and effective management of OneJustice programs that fulfill the organization's mission.
- Support the Board of Directors to fulfill its governance and fiduciary responsibilities.
- Develop and execute effective planning for organizational goals including the achievement of the organization's annual program plan.

The ideal candidate is a strategic, innovative, and inspirational leader with excellent organizational and relationship management capabilities, compelling communication skills, and strong fundraising experience.

A civil legal aid attorney with nonprofit executive management experience is highly desired, or comparable professional experience to ensure credibility with OneJustice's stakeholders, staff, funders, and donors. The organization seeks a leader with a demonstrated commitment to social justice, diversity, equity, and inclusion.

## **QUALIFICATIONS / EXPERIENCE**

**Education:** Bachelor's degree required; a Juris Doctor preferred.

**Experience:** Minimum of ten years of leadership experience in civil and social legal justice and nonprofit organizations, or other organizations requiring budget/financial and operational management responsibility.



## COMPETENCIES/ATTRIBUTES:

The successful candidate will **be**:

- **Passionate about OneJustice’s mission and vision;**
- **Secure leader** who listens attentively and well, asks questions, and can be comfortable not having all the answers; able to take appropriate action, including **making difficult decisions** when necessary;
- **Culturally competent**, working effectively with and inspiring a wide array of diverse stakeholders, including the legal and legal aid community, nonprofits, partners, volunteer leaders, donors and institutional funders, policymakers, elected officials, and others;
- **Respectful, supportive, leveraging and empowering of OneJustice staff** and their work, collaborating with team members appropriately to develop successful programs while engendering future success via being a good thought partner;
- Committed to the **values of diversity, equity, and inclusion** as a critical aspect of a strong organization;
- **Able to be direct and address and resolve conflict**, i.e., not conflict-avoidant;
- A **natural collaborator** with a strong relationship-building orientation;
- Bold, inspirational, motivating, and **empowering to staff and Board**; and
- Comfortable and effective working in a group environment requiring **team building and mentoring**, flexible multi-tasking, and thoughtful time and expense management.

The successful candidate will **have**:

- Strong experience with **financial management** and/or oversight;
- Examples of **savvy and successful fundraising**;
- Exposure to **analyzing income models** and executing relevant strategy;
- Prior **management of a multi-tiered and/or multi-office team**;
- Demonstrated track record of **inspiring, mentoring, developing and retaining staff**;
- Interest in policy and effective **advocacy skills with policymakers**;
- Excellent **oral and written communication** skills as a passionate and persuasive communicator;
- Proven ability to guide an organization through issues around **scope and structure**;
- Ability to **collaborate and develop consensus** among multiple stakeholders; and
- Demonstrated **strong people leadership** and **relationship management skills**, and **motivational ability**.

## COMPENSATION

A competitive compensation package, including a comprehensive benefits package, will be offered, commensurate with experience.

For additional information regarding this opportunity, please contact:

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