

**Director / Senior Attorney / Senior Program Manager**  
*Remote work may be permitted*

**OneJustice** is a nonprofit that brings life-changing legal help to those in need by transforming the civil legal aid system. Our primary focus is to build the capacity of a statewide network of over 200 nonprofits that make up California's legal aid system. More information is available at [www.OneJustice.org](http://www.OneJustice.org)

OneJustice seeks a director or senior staff member to join its Healthy Nonprofits Program. Salary and title will depend on level of experience. This position will provide expertise, support and leadership in the area of capacity-building for nonprofit legal services providers. OneJustice offers training, resources, coaching, and consulting to the boards and staff of legal services nonprofits and pro bono projects.

Remote work may be permitted. Travel may be required, on occasion, to our offices in San Francisco and/or Los Angeles and to other locations for consulting projects.

**Key Responsibilities:**

- Provide expert consulting, training, and coaching services to the staff and boards of California legal services nonprofits on topics such as: program delivery models and best practices; effective advocacy strategies; impact evaluation; strategic planning; organizational culture change; equity and inclusion; effective leadership and governance; and financial management (the specific areas of consulting, training, and coaching will depend on expertise and programmatic needs)
- In collaboration with program directors and CEO, ensure OneJustice's capacity-building work is aligned with strategic plan, including evaluation of work, development of priorities/goals/objectives and implementation of best practices
- Supervise, mentor, and support the professional development of team members and foster an inclusive, collaborative, and supportive work culture
- Identify funding opportunities, cultivate/steward funders, and ensure compliance with grant reporting
- Act as an ambassador for OneJustice and its programs with external stakeholders and funders

**Qualifications (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, equity, and inclusion
- Project management experience with demonstrated ability to deliver results
- Strong commitment to the professional development of staff
- Emotional intelligence and a problem-solving approach
- Commitment to legal aid/public interest work
- Ability to communicate and work effectively with a variety of internal and external stakeholders
- Outstanding presentation and communication skills

**Qualifications (preferred):**

- Senior Program Manager title: B.A./B.S. degree with 8 or more years of post-undergraduate experience
- Senior Attorney title: J.D degree with 4 or more years of post-graduate experience
- Director title: B.A./B.S. degree with 12 or more years of post-undergraduate experience OR J.D./graduate degree with 8 or more years of post-graduate experience
- Work experience in one or more of any of the following areas: program delivery models and best practices; effective advocacy strategies; impact evaluation; strategic planning; organizational culture change; equity and inclusion; effective leadership and governance; and/or financial management

### **Salary & Benefits:**

- Salary and title will depend on level of experience. For Senior Program Manager, salary is \$74,500 or higher. For Senior Attorney, salary is \$80,000 or higher. For Director, salary is \$95,607 or higher. Additional salary is available for supervision responsibilities.
- Benefits include health insurance (medical, dental, and vision), life and disability insurance, retirement, and generous paid leave (vacation, sick, and holidays - including a full week off during the winter holidays), and flexible spending account for qualified health, childcare and commute expenditures.
- Professional development support including annual professional development plan and funds.

### **Application Process:**

- To apply, please visit: <https://onejustice.bamboohr.com/jobs/view.php?id=41>
- Review of candidates will be on a rolling basis.
- In the online application system listed above, please submit the following information: 1) a cover letter explaining your interest in and qualifications for the position that describes relevant work and/or 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.