

## **LAWYERS' COMMITTEE FOR BETTER HOUSING EXECUTIVE DIRECTOR**

Lawyers' Committee for Better Housing (LCBH) provides free, comprehensive legal representation so that renters have a trusted advocate in court. Combined with education, outreach, supportive services and policy initiatives, our programs holistically address both the short-term housing crisis in Chicago and its underlying causes, so that more families can move from a path leading to homelessness to one of safe and stable housing. LCBH is looking for a focused, mission-driven Executive Director to successfully lead and manage the organization according to the strategic direction set by the Board of Directors.

**Primary Duties and Responsibilities:** As Executive Director, you will lead the organization: setting and communicating its priorities, ensuring its financial health, and periodically re-examining LCBH's scope and mission. You will also represent LCBH to the public, communicating its vision and leading and inspiring staff, Board members and stakeholders to work toward LCBH's mission. A more detailed list of responsibilities is set forth below.

### **Leadership**

- Collaborate with the Board of Directors to implement the vision and goals of the organization through strategic and yearly planning.
- Collaborate with Board of Directors and Senior Management to lead LCBH in a manner that supports and guides the organization's mission.
- Develop and implement a long-range strategy that achieves its mission and makes consistent and timely progress on organizational goals.
- Advise and inform the Board of internal and external issues that affect LCBH.
- Foster effective teamwork with the Board and with staff.
- Maintain a climate which attracts, keeps, and motivates a diverse and talented staff.
- Maintain and enhance LCBH's image by being active and visible in the community and by working closely with other professional, civic, and private organizations appropriate to LCBH's mission.

### **Program Implementation**

- Work with Board and staff to ensure that the LCBH mission is fulfilled through excellent programming, strategic planning, and community outreach.
- With Legal Director, ensure that quality services are provided to clients, work on new program development, current program improvement, as well as recalibrate program scope and design as necessary, and ensure that effective and rigorous program evaluation is implemented to effectively communicate program impact to Board, funders, and other constituents.
- Assist program staff in relating their specialized work to the goals and mission of the organization.

### **Financial Management**

- Work with the Board to develop adequate resources to support the organization.
- Maintain excellent financial practices to ensure the financial health and integrity of the organization.
- Work with staff and the Board to prepare a comprehensive yearly budget.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization to achieve a positive financial position.
- Provide regular financial reports to the Board, including a yearly audit.

### **Development**

- Work with Development Director to create and implement a yearly plan to meet revenue goals.
- Collaborate with Development to maintain and increase stakeholder relationships and revenue and develop new strategies for outreach and fundraising.
- Lead site visits for LCBH funders and maintain funder relationships.
- Provide supervision, support, and guidance in all development efforts as necessary.

### **Staff Development and Operations**

- Ensure that operations are adequate to support the needs of the organization, its staff and its clients
- Hire, retain, and develop competent, qualified staff with clear roles and expectations.
- Ensure that sound human resources practices are consistently applied, including the development of job descriptions, and regular staff evaluations.

- Encourage and facilitate staff and volunteer development and education.
- Sign all material notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Ensure maintenance of all proper insurance, official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain a working knowledge of significant developments and trends in the field and update the organization's processes as necessary.

**Qualifications:**

- At least 5-10 years of senior management experience; track record of effectively leading an outcomes-based organization and staff; ability to develop and implement strategies to take an organization to the next stage of growth.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, and adaptable
- Ability to make tough decisions in a resource-constrained environment.
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, commitment to social justice and self-direction.
- Experience with Microsoft Office Suite, email.