

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Job Announcement: Deputy Director

About the organization

The National Law Center on Homelessness & Poverty (the “Law Center”) is an innovative, ambitious, and high-impact organization with a strong track record of successful advocacy. Established in 1989, the Law Center is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Based in Washington, DC, the Law Center works with groups across the country, as well as a large network of pro bono lawyers, to reform law and policy to protect the rights and dignity of homeless Americans and to advance systemic solutions to homelessness. The Law Center has won education rights for homeless children, secured housing rights for domestic violence survivors, enforced laws that convert surplus federal property to housing and services, and protected and advanced the civil and human rights of homeless people.

Overview

The Law Center is looking for a smart, strategic, results-driven leader to support and strengthen the organization and help it grow. Reporting to the Executive Director, who is also the organization’s founder, the Deputy Director is responsible for program planning and oversight; financial and operations management; and plays an integral role in developing and reporting on funding proposals. The Deputy Director also helps manage and grow the organization’s relationships with stakeholders and partners, in collaboration with the Executive Director and other staff. The Deputy Director serves on the management team, staffs several board committees, is a close partner to the Executive Director, and works collaboratively with the Director of Development and Communications.

The ideal candidate will have excellent legal, management and organizational skills; be a strategic, systems oriented thinker; balance initiative with a team approach; be capable of interacting effectively with a broad range of internal and external stakeholders; relish challenges; enjoy problem solving; and have a sense of optimism and humor. Excellent writing and speaking skills, attention to detail, and ability to meet deadlines, multitask and prioritize in a fast-paced environment are essential. Knowledge of the legal and policy landscape affecting homeless persons is a plus.

Specific responsibilities

- Support the Executive Director in setting the organization’s strategic vision
- Drive annual program, financial and operations planning, including establishing goals, targets and measures, supported by data and clear strategy, with input from Executive Director; manage to plan, ensure all organizational work is aligned and goals are met
- Manage program initiatives, including cutting edge litigation; policy initiatives; outreach, training and publications; and a robust pro bono program
- Supervise, support and evaluate the Law and Policy team and the Operations Manager
- Manage and help build relationships with external stakeholders in collaboration with Executive Director and other staff
- Develop and oversee implementation of internal organizational policies and processes to ensure smooth and efficient operations
- Oversee financial, human resources and administrative responsibilities carried out by the Operations Manager

- Review and ensure accuracy of monthly financial statements; support the Operations Manager in working with and overseeing outside accountants, auditors and technology vendors
- Support the Board Finance, Audit and Program Committees
- Lead development of annual organizational budget and project budgets, with the support of the Operations Manager and input from the Executive Director; manage against them
- In collaboration with the Director of Development and Communications, help develop funding proposals and reports; support media and other communications strategies
- Represent the Law Center at outside meetings, conferences, and with the media, as needed

Qualifications

- Excellent legal skills, deep experience with and understanding of the multiple legal strategies (including impact litigation, policy advocacy and legal education) needed to drive systemic change; familiarity with or ability to quickly learn substantive issues; JD with at least ten years' management experience
- Demonstrated ability to analyze data and develop plans to implement organizational priorities
- Demonstrated organizational, financial and management skills, including attention to detail
- Systems orientation, including ability to establish and implement processes to improve efficiency and promote clarity
- Ability to prioritize and to execute plans against deadlines in dynamic, fast paced environment; flexibility to reprioritize to address emerging issues while maintaining focus on goals
- Ability to supervise, develop and evaluate a talented, passionate team; ability to foster collaboration internally and externally with a wide range of stakeholders
- Strong oral and written communications skills
- Self-starter, self-disciplined, able to take initiative as well as to work as part of a team
- Resourceful, problem-solving orientation; sense of humor
- Discretion, integrity and good judgment; humility and commitment to continuous learning
- Commitment to using the power of the law to end and prevent homelessness required; knowledge of the legal and policy landscape affecting homeless persons a plus

Salary and benefits

- Salary: Commensurate with experience.
- Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to grow professionally.

Application procedure

Send cover letter, resume, and a 3-5 page writing sample relevant to the position, along with salary requirements to HR@nlchp.org with "Deputy Director_Last Name_First Name" in the subject line.

No phone calls, please.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.

Applications deadline: Until filled.