

DEPUTY DIRECTOR – VOLUNTEER LAWYERS NETWORK

Position: Deputy Director, Minneapolis, Minnesota

DESCRIPTION: Volunteer Lawyers Network (VLN) seeks a deputy director to assist the Executive Director in leading its 23-person staff and hundreds of volunteers in achieving its mission to protect and promote the basic human needs of people in poverty through the power of legal volunteers.

Volunteer Lawyers Network (VLN) is a private non-profit organization affiliated with the Hennepin County Bar Association. VLN provides free advice and legal representation to low-income individuals through volunteer attorneys, interpreters and other legal professionals throughout the state of Minnesota. To learn more about our work, visit our [website](#).

PRIMARY DUTIES:

This position will work to ensure that VLN has a long-range strategy which achieves its mission and towards which VLN makes consistent and timely progress, including;

Program Development

- Implement the current strategic plan, address current need in the community, and maximize the impact of VLN resources.
- Evaluate how well goals and objectives are met including through regular review of applicable data.
- Assist ED in implementing agency-wide policies and procedures.
- Assist ED in ensuring that VLN commitments to funders are met.
- Lead in assessing and implementing technical developments to support effective and efficient programming.
- Supervise and support civil clinics and workshops, conduct site visits, monitor issues at the clinics (and need in the community) to create new resources; etc.

Personnel Management

- Supervise program delivery, including directly supervising all resource attorneys and ensuring that program staff are following VLN policies and procedures.
- Assist ED in creating, maintaining, and enforcing a culture of accountability amongst VLN staff.
- Support ED in ensuring that regular performance evaluations are held and documented and the development and implementation of performance plans for any staff person who is not fulfilling their duties.
- Support ED in developing and maintaining policies and procedures that facilitate efficient and effective administration of the organization.

Community Relations

- Serve as an effective spokesperson for the agency, including preparing for and participating in networking events.
- Oversee issue-specific client outreach efforts.

- Establish and support collaborative relationships with other agencies, including legal services, social services, and other community groups serving our clients as it relates to program development and delivery.
- Assist ED and development staff in developing development goals, identifying funding opportunities, and developing grant proposals. Monitor progress on meeting grant goals.

Board of Directors

- Assist ED as requested, including supporting board and executive committee meetings.

ACCOUNTABILITY: Directly accountable to the Executive Director.

QUALIFICATIONS: Successfully fulfilling the above responsibilities will require the following skills and experience:

- J.D. required/licensed in Minnesota;
- Five to ten years of civil litigation experience and substantive expertise in poverty law issues required (consumer law a plus);
- Experience in mentoring and training less-experienced attorneys preferred;
- Excellent written and oral communication skills;
- Strong leadership skills and a leadership style that inspires and encourages professional growth in others;
- Knowledge of local community resources a plus;
- Good organizational skills and ability to multi-task;
- Proficiency with Microsoft Office products required;
- Demonstrated commitment to serving low-income communities and communities of color.

VLN is an equal opportunity/affirmative action employer and does not discriminate on the basis of race, religion, sex, age, national origin, marital status, sexual orientation or any other factors prohibited by applicable law.

Those with diverse economic, social, or cultural experiences are encouraged to apply.

Salary: DOE

Benefits: Include individual health insurance and liberal vacation.

Starting date: As soon as possible after the position is filled.

Applications: Applications should include a resume, a letter explaining interest in this position, and salary requirements. Resumes will be accepted until the position is filled. Information should be submitted to hadmin@vlmn.org