

Job Title: Executive Director

Status: Full Time, Non-Exempt, In-Person, Reports to the Board of Directors

Salary: \$110,000 - \$130,000

Location: Towson, Maryland

Benefits: Unlimited planned and approved PTO, paid sick leave, paid family leave, simple IRA, parking, and more; Our office climate is progressive, flexible, business casual, and committed to excellence, inclusion, and service to others.

Organizational Description:

The Women's Law Center of Maryland is a dynamic nonprofit law firm whose mission is to ensure the physical safety, economic security, and bodily autonomy of women in Maryland. Established in 1971, the Center has a rich history of advocating for gender equality, women's rights, and social justice. We provide legal services, education, and advocacy to empower women and families to navigate the legal system effectively.

Our direct services projects provide free attorneys to survivors of intimate partner violence in family law, protective order, and immigration cases. Meanwhile, our hotlines assist callers in family and employment law matters, and our leadership team advocates for legislative policies and judicial selections that support our mission. Learn more on our web site: www.wlcmd.org.

Job Summary:

The Executive Director of the Women's Law Center of Maryland is responsible for leading and overseeing the organization's strategic direction, program development, fundraising efforts, and daily operations. This position serves as the public face of the organization, advocates on behalf of the organization before the Maryland legislature, and collaborates closely with the Board of Directors, staff, and supporters, to advance its mission and impact.

Key Responsibilities:

1. Strategic Leadership:

- Develop and execute a strategic vision for the organization, in collaboration with the Board of Directors.

- Lead the development and implementation of long-term and short-term goals and objectives.

2. Program Management:

- Maintain working knowledge of areas of the law and emerging issues related to the mission (family law, domestic violence, and employment law, etc.) and thorough knowledge of non-profit management and development.
- Oversee and provide strategic direction to all programs and services offered by the WLC.
- Ensure program effectiveness and quality, including meeting all requisite performance measures.
- Maintain official records and documents and assure compliance with federal, state, and local regulations.

3. Fundraising and Financial Management:

- Develop and execute a comprehensive fundraising strategy to secure financial support from diverse sources, including grants, donations, and events.
- Manage the organization's budget, financial resources, and fiscal sustainability, in coordination with the Board of Directors and Chief Operating Officer.
- Develop and present budget to Board. Develop and maintain sound financial practices, within the parameters set by the Board and its Treasurer.
- Draft, review, and submit appropriate grant documentations to secure on-going funding for the organization.

4. Advocacy and Public Relations:

- Act as a prominent advocate for women's rights and gender equity in Maryland.
- Build and maintain strong relationships with community partners, stakeholders, and policymakers.
- Represent the organization in media, public speaking engagements, and conferences.
- Serve as a registered lobbyist for the organization and advocate before the Maryland General Assembly annually on issues related to the physical safety, economic security, and bodily autonomy of women in Maryland.

5. Board Engagement:

- Collaborate closely with the Board of Directors, providing regular updates and reports.
- Facilitate board meetings, committees, and governance processes.

6. Staff and Team Management:

- Recruit, hire, and mentor a diverse and talented staff.

- Foster a collaborative and inclusive work environment that values diversity, equity, and inclusion.
- Ensure appropriate job descriptions and personnel practices are in place.

Preferred Requirements:

The successful candidate should embody dynamic leadership, with thought-provoking insights, deep passion, and a strategic mindset. This individual will play a pivotal role as an advocate for the WLC, its core services, and its overarching mission, while also comprehending the crucial link between client interactions and the pursuit of systemic change. In addition, they will excel at inspiring and energizing the staff through their clear direction, visionary outlook, and unwavering decisiveness.

1. A strong understanding of the impact of the law on women and children and a demonstrated commitment to access to justice, gender equality, and reproductive freedom.
2. 10 years work experience.
3. Graduate degree.
4. Licensed attorney, in good standing, in Maryland.
5. 5 years of executive leadership experience, preferably in a nonprofit organization.
6. Demonstrated ability to build, lead, manage and develop proficient and diverse teams of attorneys, advocates, and administrative staff.
7. Demonstrated ability to work across multiple issues while effectively engaging coalition partners, donors, activists, and policy makers and their staff.
8. A deep and wide network of relationships in the legal community, social justice movement space, philanthropy, and/or the nonprofit sector more broadly and a successful track record of raising money for social justice issues.
9. Experience successfully building and managing a collaborative and diverse team; strong interpersonal, problem-solving, and mentoring skills; demonstrated success applying an equity lens to leadership and management.
10. Experience in fundraising, including grant writing and donor cultivation.
11. Experience in budget development and implementation and supervision of financial operations.
12. Excellent communication, advocacy, and public speaking skills, with an ability to translate complex information for broader audiences. The ability to represent the

WLC in the media, conferences, philanthropic and coalition gatherings, and other external spaces.

13. Background in legislative and executive-level public policy advocacy.
Demonstrated understanding of public policy issues and processes.
14. Ability to maintain confidentiality and exercise sound judgment in the handling of all advocacy, supervisory, and management activities.
15. General computer literacy and familiarity with Microsoft Office programs.
16. Ability to travel throughout the State of Maryland, including regular travel to Annapolis during the legislative session.
17. Ability to work evenings and weekends when necessary.

NOTE: Applicants do not need to possess all of the above qualifications. Research shows that women and people of color are less likely to apply for jobs where they do not meet all of the qualifications. If you meet most of these qualifications, please apply.

In order to be considered you must send a cover letter, resume, and three references via e-mail to:

WLCEDSearch@wlcmd.org
Position open until filled.

Equal Opportunity Employment

The Women's Law Center of Maryland considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant due to race, color, religion, gender, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.

Reasonable Accommodations

If you require accommodations during our hiring process, email admin@wlcmd.org.

Note: This job description is a general overview of the responsibilities and qualifications required for the position of Executive Director at the Women's Law Center of Maryland. The specific duties and qualifications may evolve based on the needs of the organization.