



## **Northeast New Jersey Legal Services Seeks an Executive Director**

Northeast New Jersey Legal Services (NNJLS) is seeking a dynamic and experienced leader to serve as full time Executive Director of this organization committed to providing high quality legal assistance to the most disadvantaged and vulnerable members of society. NNJLS serves residents of Hudson, Bergen, and Passaic Counties, New Jersey, from offices in Jersey City (administrative office), Hackensack, and Paterson.

The next executive director will join NNJLS at a time of financial stability, effective management, and strong client advocacy. Areas of challenge for the organization include growing systemic advocacy and pro bono services, hiring to utilize growing funding, managing the change that the pandemic has brought to community presence and work, and continuing to unify an organization formed 15 years ago when three county legal aid programs combined.

Key qualities of the successful candidate:

- An attorney, in good standing, who is admitted, or who is eligible to be admitted, to practice law in the state of New Jersey
- A demonstrated commitment to legal assistance for the disadvantaged
- General knowledge of legal services in New Jersey; knowledge and a working relationship with Legal Services of New Jersey
- A leader who is organized, energetic, detail oriented, able to delegate, decisive, personable, persuasive, and interested in all aspects of the position
- A compelling speaker who is comfortable being the public face of the organization
- An excellent writer
- The ability to work with the Board of Directors to develop and implement program policies and the strategic plan.

In addition, the successful candidate must be able to demonstrate substantial experience in the following key areas:

- Legal work and litigation supervision and management
- Establishment and maintenance of effective relations with the courts, the private bar and bar associations, community organizations, the client community, and government representatives
- Demonstrated commitment to Diversity, Equity and Inclusion activities
- An affinity for and experience in resource and funding development
- Experience in nonprofit budgeting, compliance, finance and fiscal controls
- The use of technology to increase program efficiency and services to clients
- Experience working productively with a unionized staff

### **Application process:**

Applications will be accepted until the position is filled. To receive full consideration, candidates are urged to submit their applications by April 25, 2022. Interested candidates should submit a cover letter expressing in detail why they are interested in the position, as well as what they believe they can contribute to the future of the program and its client community. The letter should be accompanied by a current resume and

the names and contact information of three professional references. Application materials should be submitted to [HRNNJLS@lsnj.org](mailto:HRNNJLS@lsnj.org).

NNJLS is assisted in the search by Patricia Pap, Executive Director, Management Information Exchange, 105 Chauncy St., Fl 6, Ste 3, Boston, MA 02111, 508-737-4010, ppap@mielegalaid.org. Candidates with questions about the position or process are encouraged to contact her.

NNJLS intends to make a final decision in June 2022, and to have the successful candidate join the organization soon thereafter in order to facilitate a smooth transition.

Salary depends on experience based on a competitive public interest salary scale. Benefits include comprehensive health insurance and retirement plans. NNJLS is an equal opportunity employer, including supporting individuals with disabilities and veterans.

**About Northeast New Jersey Legal Services (NNJLS):**

The NNJLS mission is to ensure equal access to justice for low-income residents of Bergen, Hudson, and Passaic Counties, New Jersey. NNJLS is a private nonprofit public interest law firm that provides free legal help in civil (non-criminal) matters to individuals and families experiencing poverty. NNJLS also works to increase the public’s knowledge of their rights and responsibilities through community legal education.

NNJLS focuses on four core areas of civil law—housing, consumer, family, and public benefits. These are the areas in which clients are most likely to develop legal problems that they cannot address themselves. With experienced attorneys on staff, NNJLS works to ensure that clients do not lose their housing due to eviction or foreclosure; that they are not harassed by debt collectors or victimized by unfair business practices; that they and their families have fair custody and support arrangements in the event of separation or divorce; and that they can receive the public benefits and other forms of income support they need to maintain their independence and meet their daily needs.

NNJLS also has specialized programs to address the legal needs of veterans, seniors, survivors of domestic violence, immigrants, persons living with HIV or AIDS, individuals formerly incarcerated who now face legal barriers to re-entry, individuals experiencing homelessness, and residents experiencing poverty with federal income tax (IRS) issues.

NNJLS has a budget of \$12 million. It receives funds from the Legal Services Corporation, the State of New Jersey, and other state and federal governmental entities.

NNJLS is part of an integrated statewide legal services program which is facilitated by Legal Services of New Jersey, which also provides legal aid litigation support as well as technology and training services.

**The Board of Directors:**

The Board’s twenty members include highly regarded practicing attorneys and community representatives who are financially eligible to receive services from throughout the counties served.

**Leadership Team:**

The leadership team includes the Executive Director, the Deputy Director, the Director of Litigation, the Chief Operating Officer, and the Director of Finance.

**The Staff:** NNJLS has a staff of 110 highly motivated employees who are dedicated to the principle of equal justice for all. NNJLS' staff attorneys and paralegals develop legal specializations in all of the areas listed above and are led by a highly experienced team of supervisors. Many of NNJLS' 60 staff attorneys are recognized as experts on the state and national level in their field. The highlights of any board meeting are the staff presentations on their legal work for clients.

NNJLS has an attorneys' union and a staff union. Their collective bargaining agreements expire at the end of 2022.

**Read more about NNJLS' work at <https://www.northeastnjlegalservices.org>.**