



Job Announcement
Program Director

Program Director (full time)

Louisiana Appleseed Center for Law & Justice – New Orleans, Louisiana

Anticipated Starting Date – July 1, 2017 - Position is open until filled

Status: Exempt

Reports to: Executive Director

Supervises: Volunteer attorneys, program outreach coordinators

Background:

Louisiana Appleseed is a non-profit, non-partisan 501(c)(3) organization founded in 1997, and reconstituted in 2007, whose mission is to work for systemic policy reforms that achieve justice and fairness for vulnerable populations in Louisiana. Our goal is to advance social justice by increasing access to education, opportunity and justice. We recruit professionals, mostly lawyers, to donate pro bono time to solve problems at the policy, or systemic, level.

Job Summary:

The Program Director will provide specific support for Louisiana Appleseed in the areas of development and project leadership. Rather than deliver legal services to individuals, the Program Director will be a key player in identifying structures within the state's social and legal systems that cause unfair treatment of its citizens, and to develop strategies to improve those structures. The Program Director is expected to work closely with Louisiana Appleseed Executive Director. The Executive Director will supervise the Program Director on a daily basis.

Qualifications and Education:

- Commitment to Louisiana Appleseed's mission.
- Have a commitment to social justice issues and apply this to project work within Louisiana.
- Strong policy, legal, leadership, organizational and communication skills.
- Ability to generate, synthesize, screen ideas.
- Ability to inspire and direct volunteer teams and staff members, using strong and succinct communication skills.
- Ability to build and maintain effective working partnerships inside and outside the organization.
- Familiarity with nonprofit fundraising and eagerness to succeed in this area, to support programmatic work.
- Skill and willingness to undertake issues of a diverse nature such as litigating, public relations and public policy change and to see projects through to completion.
- Ability to work effectively with the leadership of Louisiana Appleseed, including the Executive Director.
- Ability to interact with people at all levels, maintain confidentiality and handle detail with accuracy.
- Self-motivated, solution-oriented professional.
- Ability to function under pressure and meet deadlines.
- Law degree preferred, but not required.

Responsibilities:

- Build and maintain relationships with statewide organizations and community members for project development. Attend 2-3 community gatherings or meetings each month. Schedule and attend 5-10 meetings per month with community leaders and project partners.
- Work to foster relationship with Latino and African American community-based organizations. Attend Latino Forum, Louisiana Language Access Coalition, Greater New Orleans Housing Alliance (or similar convening) and other community events on a monthly basis.
- Identify project leaders, recruit attorney volunteers for projects and provide those volunteers with program support; supervise and coordinate volunteer efforts.
- Keep database of contacts containing detailed information regarding individuals and relationships resulting from community contact, as well as through development and project work.
- Serve as an advocate and spokesperson for Louisiana Appleseed's work on the local, state, and national level to include meetings with key policymakers and stakeholders.
- Assist with seeking and securing funding from law firms, corporations, foundations and individuals for Louisiana Appleseed for project-based and operational support.
- Develop media stories/communication materials and use media proactively through relationships with journalists to underscore and highlight Appleseed successes and progress on initiative areas.
- Assist with fundraising event(s) and the development of website and promotional materials that showcase programming work.
- Prepare materials for board and committee meetings. When appropriate, present project updates to Board of Directors. Attend board committee meetings as staff liaison.
- Work as a team member with other members of the staff.

SALARY AND BENEFITS

This position offers a competitive non-profit salary based on education and experience, with health care, retirement and other benefits. Louisiana Appleseed is an equal opportunity employer and encourages applications from all persons regardless of their religion, race, gender, age, nationality or sexual orientation.

TO APPLY

Please send responses *via email only* to Christy Kane:
ckane@appleseednetwork.org – include a cover letter, resume, writing sample and three references.