

**LOUISIANA APPLESEED
POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR**

Position: Full Time, Exempt
Reports to: Board of Directors
Supervises: Staff and Attorney volunteers
Location: New Orleans

ORGANIZATION INFORMATION:

Louisiana Appleseed is an award-winning, innovative, 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. We are a flourishing nonprofit with a diverse Board of Directors comprised of 21 professionals, including members of the judiciary. To date, we have engaged over 200 volunteers to donate pro bono time to effect long-lasting, systemic change in our state. Our goal is to advance social justice by increasing access to education, opportunity and justice. We devise effective solutions to broad-based problems and build meaningful community partnerships. Our professional volunteers, mostly lawyers, use their unique skill sets to work closely with government agencies, and other nonprofits to identify and solve our state's most challenging issues. We often collaborate with community partners to provide research, advocacy, and policy-oriented solutions to enhance their direct services.

POSITION DETAILS:

Job Summary:

The Executive Director (ED) is responsible for the overall operations of the organization, from administration (information technology, reporting, metrics, facilities) to human capital (recruiting, hiring, mentoring, career progression, departures). The ED will lead fundraising efforts and partner closely with the Board of Directors to ensure future growth and execute the organizations strategic plan. The ED organizes, directs, coordinates and implements projects to accomplish policy and programmatic decisions.

Responsibilities:

Assist the Officers and Board of Directors by developing and recommending policy, procedures and programs; assures that these policies and procedures are effectively administered, controlled and authorizes all policies.

Contribute to the development of Appleseed's strategic goals and objectives as well as the overall management of the organization.

Work with the Nominations Committee to recruit Board Members with a variety of professional expertise, cultural backgrounds, spectrum of life experiences, and geographic reach, who can help the organization respond to current and future needs.

In consultation with the Executive Committee, assist in setting the agenda and disseminating materials for Board meetings. Insure that all Directors sign the Conflict of Interest Policy on an annual basis.

Recommend to the Board changes to policies and procedures that would make the organization more effective and productive.

Coordinate and plan strategically for projects funded by state and national foundations. Explore the possibilities for future projects that are in accordance with Louisiana Appleseed's mission and the Board's guidance.

Implement the organization's fundraising program and raise funds to meet or exceed the organization's budget.

Work with the Board and development staff to identify and cultivate potential donors for membership/major gifts program, grant writing and develop and implement appropriate gift vehicles for donors and appropriate acknowledgement of contributions.

Insure the fiscal integrity of the organization. Monitor and oversee all accounting procedures to properly administer Louisiana Appleseed projects and related funds. Formulate the annual operating budget and work closely with the Finance Committee in the analysis of all necessary budgeting and financial records and reports, for approval by the Board of Directors.

Coordinate and help recruit a network of volunteers who play a major role in shaping and executing Louisiana Appleseed's advocacy.

Monitor attorney participation in projects and programs to ensure mission is advanced.

Evaluate and monitor program or project performance through reports and personal observation. Maintains continuous lines of communication, keeping the Executive Committee and/or Board of Directors aware of critical issues.

Responsible for hiring, training, mentoring, retaining and career progression of all support staff.

Direct all internal and external communications on behalf of Louisiana Appleseed.

Qualifications:

Juris Doctorate or Master's degree in Public Administration and Policy or similar field strongly preferred.

Five (5) years minimum prior management experience with a non-profit organization with a proven track record in fundraising.

Strong capability to undertake issues relative to public relations and public policy change and to see projects through to completion.

Ability to work effectively with the leadership and Board of Louisiana Appleseed.

Able to supervise, inspire, and motivate staff members.

Able to influence and engage partners in the social justice arena; community stakeholders; professional partners; such as law firms and corporations; as well as public officials on the local, state and national levels.

Ability to function under pressure, meet deadlines, manage all operations of a non-profit legal advocacy organization and maintain confidentiality.

Strong communication, writing and media skills, for diverse constituencies, such as Board members, funders and potential funders, volunteer attorneys and professionals, as well as the public.

Excellent judgment and creative problem solving skills including negotiation and conflict resolution skills.

Passion for Louisiana Appleseed mission. Ability to effectively communicate the history and purpose of the mission while providing vision and strategy.

Salary and Benefits

Competitive nonprofit salary based on experience plus paid medical, dental, life, short and long term disability benefits, 401(k), paid time off and paid parking.

To Apply

The application deadline is June 19, 2018. To apply, please send resume, salary expectations, cover-letter, and list of three references to apply@louisianaappleseed.org

Louisiana Appleseed is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal and local laws prohibiting discrimination based upon, race, color, national origin, gender identity, age, genetic information, disability, military or veteran status, religion, sexual orientation, or other status protected by law. This applies to all aspects of employment including recruitment, hiring, promotion, transfer, demotion, discipline and discharge.