



LEGAL DIRECTOR

APPLICATION DEADLINE: Review of candidates will begin immediately and continue until the position is filled.

ABOUT LEGAL SERVICES FOR CHILDREN

Founded in 1975, Legal Services for Children (“LSC”) is one of the country’s first non-profit law firms dedicated to providing free legal representation and social work services to children. Our mission is to ensure that all children in the San Francisco Bay Area are raised in a safe environment with equal access to a meaningful education and other services that are necessary to thrive and grow. We believe that youth deserve positive alternatives to unnecessary placement in foster care, juvenile justice facilities, and immigration detention. LSC pioneered the interdisciplinary approach that is considered a best practice in juvenile law today. We deploy attorney-social worker teams to assist Bay Area children who need to access the legal system to stabilize or improve their lives. LSC’s attorneys represent children in legal matters that involve guardianship, dependency, school discipline, immigration, and other civil legal matters. Our social workers provide crisis intervention, case management, counseling, and psychosocial assessments. LSC staff also engage in policy and advocacy projects aimed at advancing the rights of children.

To promote social justice and best serve our clients, LSC is committed to maintaining a diverse staff and providing services with cultural humility. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion and ensuring a workplace where staff can flourish and grow professionally, and well beyond. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

ABOUT THE POSITION

LSC seeks a proven leader with effective direct practice and managerial experience. Our Legal Director promotes our mission of serving children and youth through LSC’s interdisciplinary legal and social work model and strives to ensure the delivery of high quality, client-focused and culturally competent legal services. Our clients are predominantly children and youth of color who have experienced various forms of adversity including: trauma, abuse, poverty, neglect, abandonment, bullying, discrimination, and education marginalization.

Our Legal Director oversees all aspects of the organization’s legal program and leads our team of attorneys, paralegals, interns, and volunteers. The Legal Director serves as a member of our Management Team that oversees the organization and works closely with the Clinical Director to support our interdisciplinary model. Specifically, the Legal Director is responsible for:

- Participating in LSC’s Management Team, assisting in collaborative leadership of the organization and the development of our programs and policies and promoting LSC’s core values of interdisciplinary, inter-practice area, trauma-informed services.
- Developing protocols for the delivery of legal services and interdisciplinary teamwork, and ensuring the provision of high-quality legal and social work services in tandem with the Clinical Director
- Coordinating the assignment of case and project work to our legal staff
- Hiring legal staff, in conjunction with the Executive Director and Management Team
- Directly managing, supervising and evaluating a significant portion of our attorney staff including supporting in creating roles and goals for each attorney and then preparing quarterly and annual performance evaluations

- Developing and supporting individual attorneys and attorney teams to meet individual and organizational goals
- Continuously evaluating LSC's policies and procedures and evaluating staff compliance to ensure that the focus is always client centered
- Coordinating staff training and professional development, in collaboration with the Clinical Director.
- Developing and maintaining relationships with the courts and legal community
- Coordinating policy advocacy and ensuring that the legal staff remains abreast of changes in relevant case law, practice, and policy
- Overseeing strategic litigation, including amicus and appellate matters and individual cases as appropriate
- Working closely with development and administrative staff to ensure sufficient office systems, timely attorney billing and to monitor billing in a resource conscious organization
- Working closely with the development staff to sustain organizational revenue by developing project ideas, drafting and reviewing content for reports and proposals, and engaging in funder outreach and relations with government agencies, foundations, law firms, individual donors and other revenue sources
- Through LSC's Management Team, ensuring effective management of project teams, monitoring budgets, and tracking deliverables, including data collection and evaluation

Please note that due to COVID19, some employees at Legal Services for Children (LSC) are working remotely but with options and expectations to come into the office when necessary. LSC is currently working on a gradual return to office plan. This position will be eligible for a "hybrid" model in which the person can work some of the time outside of the office, even after we have fully reopened.

REQUIRED QUALIFICATIONS:

- Juris Doctorate and member of, and in good standing with, the State Bar of California
- Minimum of 10 years practicing law
- Minimum of 3 years of experience supervising attorneys or other legal professionals, preferably in a non-profit setting
- Commitment to providing culturally-competent services to all clients along with fostering an equitable and inclusive employment atmosphere for all of our staff
- Ability to work efficiently and effectively under pressure and in crisis situations
- Well-organized, motivated, creative and independent, and able to work in a team-oriented, interdisciplinary environment

DESIRED QUALIFICATIONS:

- Significant experience in at least one of LSC's practice areas; experience in multiple areas is a plus
- Significant experience in directly representing children and youth in legal proceedings
- Bilingual in Spanish highly desirable
- Excellent verbal, interpersonal, writing, and interviewing skills
- Experience with fundraising for non-profit programs is a plus
- Experience with volunteerism in the law firm sector is a plus
- Ability to use or quickly learn basic office technology, including Microsoft Office applications and an integrated case management system is essential

SALARY & BENEFITS:

Salary is commensurate with experience, ranging from \$101,000-\$115,000. Benefits include fully paid health insurance (medical, dental, and vision), retirement contribution and generous paid leave (vacation, sick, holiday, and sabbatical). LSC also offers a flexible spending account for qualified health expenditures.

APPLICATION PROCESS

Please send cover letter, resume, one writing sample that you were the significant editor/ writer of and contact information for three references to jobs@lsc-sf.org with “Legal Director” in the subject line. **In your cover letter, please address the following:**

LSC’s clientele is extremely diverse, and the majority of our clients are low income youth of color. To ensure that our agency is best serving these children, LSC strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff?** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.