



# ALABAMA APPLESEED

## CENTER for LAW & JUSTICE

### Position Title: Executive Director

**About Alabama Appleseed:** *Alabama Appleseed Center for Law and Justice is a non-profit, non-partisan 501(c)(3) organization founded in 1999 whose mission is to work to achieve justice and equity for all Alabamians. Alabama Appleseed is a member of the national Appleseed Network, which includes 18 Appleseed Centers across the U.S. and in Mexico City. Alabama Appleseed is also a member of the Sargent Shriver National Center on Poverty Law's Legal Impact Network, a collaborative of 36 advocacy organizations from across the country working with communities to end poverty and achieve racial justice at the federal, state, and local levels. For more information, visit [www.alabamaappleseed.org](http://www.alabamaappleseed.org).*

Alabama Appleseed is currently focused on two campaigns: *Fair Schools, Safe Communities*, is focused on ensuring that the laws and policies governing Alabama's criminal and juvenile justice systems and school safety initiatives are data-driven, and that law enforcement is focused on the fair administration of justice, not generating revenue. *Access to Justice*, is focused on ensuring that all Alabamians enjoy access to quality, adequately resourced counsel in both civil and criminal cases. In collaboration with the Board of Directors, the new Executive Director will determine the organization's future direction.

**Position Summary:** The Executive Director is the visionary and operational leader of Alabama Appleseed and is responsible for the management and oversight of all administrative, financial and programmatic functions of Alabama Appleseed. The Executive Director is responsible for developing and implementing strategies to achieve the long-term goals of the organization, as set by the Board of Directors. The Executive Director is responsible for managing the Alabama Appleseed staff and maintaining and nurturing relationships with the Board of Directors, other Appleseed Centers, our partners, governmental leaders and entities, as well as donors.

The Executive Director of Alabama Appleseed is also the chief strategic officer and voice for Alabama Appleseed's mission, vision, values, and programs. The Executive Director provides leadership and direction for Alabama Appleseed and its staff to ensure the organization is financially sustainable and has a high profile in the legal and advocacy community and community at large. The Executive Director is responsible for overseeing fiscal management, fund development and fundraising efforts. The Executive Director's role includes policy, advocacy, and lobbying efforts in Alabama, serving as the community spokesperson for the organization and coordination of Alabama Appleseed's efforts within the national Appleseed network. The Executive Director reports to the Alabama Appleseed Board of Directors. The position is based in Alabama Appleseed's Montgomery office.

### **Responsibilities:**

Leadership

- Promote achievement of the mission and vision of the organization
- Direct and supervise work on Alabama Appleseed's campaigns and other priority issues
- Foster leadership, professional growth and expertise among Alabama Appleseed's staff
- Represent Alabama Appleseed at local, state, and national events, and as a media spokesperson
- Manage and further Alabama Appleseed's relationships within nonprofit, legal, legislative, educational, and service partners
- Facilitate coordination and recruitment of a network of volunteers and pro bono legal partners who can assist in shaping and executing Alabama Appleseed's advocacy initiatives
- Supervise litigation matters authorized by the Alabama Appleseed Board of Directors
- Engage with the National Appleseed office and other Appleseed Center Executive Directors to maintain an understanding of other Centers' advocacy and project work. Attend at least one National Appleseed Board meeting per year
- Partner and engage with the Center's Board of Directors and its various standing committees in order to facilitate the proper, efficient and effective functioning of the Board and achievement of Appleseed's goals and objectives

#### Financials and Fundraising

- In partnership with the Board of Directors, formulate and implement funding strategies and plans that will maintain the organization's sound and secure financial footing and assure that it has sufficient funds to achieve its mission objectives
- Facilitate the Center's fundraising program and direct its initiation and implementation
- Prepare program budgets for approval by the Board of Directors
- Ensure fiscal accountability and integrity, and maintain sound oversight of financials under the supervision of the Board Finance Committee
- Lead contract negotiations and work to diversify and grow Alabama Appleseed's revenue and programs consistent with its mission, vision, and strategic plan
- Supervise grant applications and ensure compliance with all grant activities and reporting
- Develop and maintain relationships with Appleseed's donors and volunteers
- Identify and collaboratively develop and pursue project-based grant opportunities with other Centers in the Appleseed network
- Maintain the Center's good standing with all applicable regulatory bodies, and file all applicable tax, payroll and other regulatory filings

#### Operations and Compliance

- Ensure compliance with administrative and legal responsibilities, including nonprofit, federal, and state requirements
- Hire, lead, mentor, and support Alabama Appleseed staff; administer personnel policies
- Oversee marketing and outreach materials for all Alabama Appleseed work
- Ensure Alabama Appleseed's presence on the web, social media, traditional media, and other public relations outlets

#### Campaigns and other Issue Advocacy

- Oversee Alabama Appleseed substantive work, policies, and physical office

- Participate in or speak at forums, educational programs, and community meetings, promoting Alabama Appleseed's policy agenda
- Ensure that Alabama Appleseed's professional client representation activities are consistent with standards of excellence, client satisfaction objectives, and rules of professional conduct
- Partner with the Board of Directors to lead strategic planning, when necessary
- Track, measure, and evaluate the outcomes of Alabama Appleseed's campaigns

**Qualifications:**

- J.D. preferred;MBA or other advanced degree with concentration in public policy or social work acceptable with work experience complementary to position requirements
- High level of professionalism
- Commitment, passion and enthusiasm for Alabama Appleseed's mission and vision
- Substantial experience designing and leading integrated advocacy campaigns
- Commitment to and understanding of systemic policy reforms
- Excellent oral and written communication skills –must be a persuasive and passionate communicator willing to engage a wide range of stakeholders
- Successful track record in resource development and fundraising
- Strong policy, advocacy, and/or lobbying background
- Prior management experience involving staff supervision, financial oversight, and budget development
- Working knowledge of office technology, hardware, and software systems
- Ability to manage multiple projects simultaneously in a fast paced environment
- Ability to source needs and get things done
- Ability to develop productive working relationships with internal and external constituents
- Willingness to travel, as necessary

**Salary and Benefits:** This full-time position offers a competitive non-profit salary and benefits package.

**To Apply:** Send a cover letter, resume, writing sample (three clips), and three references to executive-director-search@alabamaappleseed.org. Applications will be reviewed on a rolling basis and accepted until the position is filled. Please write "Executive Director" in the subject line.

*Alabama Appleseed values an inclusive and diverse workforce. Alabama Appleseed encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction.*