Executive Director Job Description

Reports to: Board of Directors, Maine Justice Foundation

Supervises: Staff of the Foundation and several consultants

Foundation’s Mission: To increase access to civil justice for Mainers by growing and sustaining resources for legal aid, pro bono services, law-related education and other strategies.

Scope of Position: Responsible and accountable for the overall management of the Maine Justice Foundation in a manner that advances the Foundation’s mission, the Executive Director: informs and implements decisions by the Board of Directors; oversees the Foundation’s staff, finances, operations, policies and programs; is engaged actively in the Foundation’s fundraising; and fosters effective relationships with a range of external stakeholders.

Areas of Responsibilities and Duties: The Executive Director’s duties fall into six primary areas of responsibility. Other duties may be assigned by the Board from time to time.

Responsibility 1 – Governance (estimated 15% full time equivalency [“FTE”]). The Executive Director:

- Works with the Governance and Executive Committees to identify and recruit new members for the Board of Directors.
- Prepares the agenda and materials for meetings of the Executive Committee and full Board, in consultation with the President and other members of the Executive Committee.
- Provides staff assistance to the Foundation’s Committees either directly or through delegation of this task.
- Shares critical information with the Board and recommends Board action, when needed.
- Assures the preparation and submittal of all required reports and filings with the federal, state and local governments, including an annual report to the Maine Supreme Judicial Court.
- Responds promptly to requests for information from Board members which often includes gathering information needed to provide answers.
- Identifies, analyzes and monitors challenges that can undermine and opportunities that can advance the Foundation’s mission.
Responsibility 2 – Finance and Budget (estimated 15% FTE). The Executive Director:

- Prepares, manages and monitors the annual Foundation budgets with assistance from Foundation staff, in consultation with the Treasurer and subject to approval by the Board.
- Oversees and reviews monthly financial reports prepared by staff and periodically adjusts the format of these reports at the request of the Treasurer and other Board leaders.
- Facilitates the annual audit of the Foundation’s financial statements and the Audit Committee’s review of each year’s results.
- Convenes the Finance and Investments Committee and the Foundation’s investment advisors to review investment performance and discuss investment trends and opportunities semi-annually.
- Assists the Board with a review of professional contracts for banking, audit and investment services.
- Reviews and approves financial transactions including deposits, expenditures and transfers consistent with recommendations by the Foundation’s auditor.
- Assures that income, staff time and other expenses are recorded and monitored on a program by program basis.

Responsibility 3 – Annual and Long-Term Fundraising (estimated 20% FTE).

- Supervises and supports the work of the Foundation’s development staff to ensure that the design and implementation of a range of fund-raising strategies, initiatives, and activities are effective and advance the Foundation’s mission.
- Engages with and solicits both current and prospective donors within and beyond the Bar.
- Along with the executive director representing one of five legal aid providers, serves as co-chair of the Governance Committee that, among other things, advises the Foundation about the Campaign for Justice.

Responsibility 4 – Personnel and Operations (estimated 5% FTE). The Executive Director:

- Recruits, hires, trains, supervises and evaluates the Foundation’s staff.
- Continually assesses the adequacy and use of administrative resources and infrastructure to advance the Foundation’s mission.
- Ensures that human resources policies and benefits are in place and well managed.
- Reviews and approves the various insurance policies that are necessary to protect the Foundation and its Board and staff.
- Oversees the creation and maintenance of essential records, systems, procedures, databases and technology in order to track fiscal, personnel and program information.

Responsibility 5 – Programs (estimated 20% FTE). The Executive Director:

- Oversees Maine’s Interest on Lawyers Trust Accounts (IOLTA) program. This includes:
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- Supervising Foundation staff responsible for the day-to-day processes of gathering, accounting for and reporting on IOLTA funds transmitted by participating financial institutions.
- Assuring compliance by financial institutions with applicable court rules.
- Recognizing financial institutions that pay especially favorable IOLTA rates.
- Consulting with the Board of Overseers of the Bar to assure that attorneys comply with applicable court rules.
- Reviewing and making recommendations to the Board concerning the distribution of IOLTA funds to direct providers of legal aid and others that support access to justice.
- Analyzing information from grantee reports.

• Manages grant-making with resources from the Foundation’s endowments and other funds. This includes:
  - Determining the amount available to support grants pursuant to the Foundation’s spending policy.
  - Managing staff support for grant-making application and reporting processes.

• Working with the Foundation’s Grants and Programs Committee, designs and recommends to the Board a process for assessing needs as well as funding priorities and the means of distributing funds (e.g. competitive grants, formula grants, other) for legal aid and other access to justice initiatives.

• Organizes and represents the Foundation in advocacy involving federal or state legislation or rulemaking, as well as other matters affecting access to justice for low income Mainers.

• Directs other Foundation programs, including the Coffin Family Fellowship Program and the Loan Repayment Assistance Program.

Responsibility 6 – External Relationships (estimated 25% FTE). The Executive Director:

• Establishes, maintains and continually reviews relationships with key external stakeholders, including but not limited to:
  - Maine Supreme Judicial Court.
  - Core providers of legal aid.
  - Maine State Bar Association.
  - University of Maine, School of Law.
  - Justice Action Group.
  - Board of Overseers of the Bar.
  - Maine Civil Legal Services Fund Commission.
  - Financial institutions that participate in Maine’s IOLTA program.
  - The philanthropic community.
  - Other organizations and individuals committed to fairness and justice.
• Represents the Foundation in the media and professional venues.

• Provides pro bono staff assistance to the Maine Civil Legal Fund Commission and serves on the Executive Committee and Board of the Justice Action Group.

• Participates in state and national organizations in order to stay abreast of key issues relating to access to justice, development and philanthropy, as well as best practices in the management of IOLTA and other programs that generate resources for access to civil justice.

Qualifications: The qualifications for this position include the following;

• Advanced degree or relevant work experience.

• Significant senior management experience in major areas of responsibility and duties similar to those described in this job description.

• Knowledge of legal aid, poverty, the legal community and philanthropy.

• Ability to travel.

• Exceptional written and oral communications skills, including use of technology.

• Demonstrated ability to work and partner with the leaders of other organizations.

To Apply: Please submit a cover letter, resume and three to five references to Joan Gilbert at info@justicemaine.org or by mail at 40 Water Street, Hallowell, ME 04347. Applications will be considered on a rolling basis until a suitable candidate is found.