



## **EXECUTIVE DIRECTOR POSITION**

Visionary, collaborative, influential and dynamic is what best describes The Center for Legal Inclusiveness (CLI). An anchor legal community fixture in Denver, Colorado, CLI advances diversity in the legal profession by actively educating and supporting private and public sector legal organizations in their individual campaigns to create cultures of inclusion and equity. Over the past two years, CLI has been strategically aligning the organization to meet the changing needs of the legal community. After a successful two-year tenure by the current executive, the Board seeks a new and dynamic Executive Director who will lead the organization to flourish and succeed for years to come.

### **Historical/Program Overview**

CLI is a 501(c)(3) nonprofit which provides valuable resources to help employers retain and advance diverse and female attorneys. Many of CLI's innovative programs and initiatives are national models. CLI's members include law firms, corporate and government law departments, bar associations and other professional legal organizations. Founded in 2007, the Center for Legal Inclusiveness offers a holistic and facilitative approach to creating inclusive workplaces for legal professionals.

### **The Opportunity**

Reporting to its Executive Committee and Board of Directors, the Executive Director provides the vision and leadership to take CLI and its members to new and unprecedented heights. CLI seeks an enthusiastic leader who will capitalize on its assets and unfold the myriad of opportunities that exist. CLI has a strong Working Board and Advisory Board that are dedicated and committed to helping the new Executive Director succeed in their mission. This is an outstanding opportunity for an energetic and innovative individual who wants to unleash their leadership potential and leave a strong legacy.

### **Leadership**

CLI's Executive Director will be passionate about advancing equity, diversity and inclusion in the legal profession. This passion will resonate throughout the Board, staff, members, donors and volunteers, allowing the Executive Director to tap into the strengths and talents of many. The Executive Director will possess strong interpersonal skills interacting with diverse groups of people.

- Implement CLI's member-centric strategic plan in a manner that is focused and results oriented.
- Cultivate and maintain CLI's relationships with its members and their constituents, providing guidance and thought leadership for their equity, diversity and inclusion programs.
- Serve as the spokesperson, representing CLI with a great deal of diplomacy.
- Continue to foster and cultivate relationships with other leaders of local and

statewide legal organizations and stakeholders as well as develop new ones. The Executive Director will represent CLI in these coalitions as well as in others that contribute to its mission.

- Work with the communications and marketing team in developing campaigns that communicate CLI's vision, work, and community impact. Using good marketing acumen, the Executive Director ensures that CLI's image is presented with the utmost professionalism.
- Provide organizational assessment and customized consultation to assist legal organizations in building and implementing strategic plans for operating with equity, diversity and inclusion.

## **Management**

The Executive Director will champion and value equity, diversity and inclusion to reflect the community served by CLI.

- Inspire and motivate members and staff as well as project consultants, board members, and key volunteers. Ensure strong internal communication and accountability.
- Cultivate a creative, collaborative and productive work environment and hold staff accountable to specific work plan metrics.
- Oversee all aspects of daily activities, including program planning, finances, fund development, community engagement, human resources, and marketing to ensure progress toward strategic goals.
- Work closely with the Board of Directors and Young Lawyers Division (YLD) Board. Demonstrated ability to engage, inspire, and motivate Board and YLD Board members to meet their responsibilities and serve the organization effectively.
- Keep Board members informed on the status of the organization and aware of any issues requiring their attention.

## **Financial Stewardship**

The Executive Director, working with the Board of Directors, has ultimate financial responsibility for CLI and ensures good financial practices.

- Develop annual budgets and maintain costs in accordance with revenue to insure sound fiscal practices.
- Review monthly financials in preparation for Executive Committee and Board presentations.
- Participate in and review financial forecasting.
- Oversee the management of financial resources, ensuring CLI's fiscal stability and long-term viability.

## **Fund Development**

The Executive Director creates a culture of philanthropy within the organization, including staff, Board members and volunteers.

- Lead the staff and the Board in furthering a diversified fundraising program including corporate sponsorship, individual donors, grants, special events, earned income, and planned giving.
- Cultivate new major donors and develop ongoing relationships with the current donor base.
- Update and implement a sustainable and effective “Membership Model” which ensures financial stability of the organization while cultivating new members and maintaining ongoing relationships with the current members.
- Oversee all aspects of the management and production of the annual Legal Inclusiveness & Diversity Summit, the largest conference on legal profession diversity and inclusion in the Rocky Mountain region. The Legal Inclusiveness & Diversity Summit is a one-day conference featuring national experts discussing cutting-edge diversity and inclusiveness topics, and produces significant income for CLI.
- Oversee all aspects of the management and production of the annual Ball for All Gala, the primary fundraising event of each year.
- Develop and implement a diversified earned income methodology to generate fiscal stability.

### **Programming**

The Executive Director understands and responds to changes in trends and best practices in equity, diversity and inclusion. They guide appropriate programming for young lawyers, solo and small firms, law students, in-house and corporate law departments, government law offices, and large law firms. They are very comfortable presenting programs to our members and community stakeholders.

- Lead the development and enhancement of programs that address research, trends, and best practices in equity, diversity and inclusion in the legal profession.
- Guide program development from the conceptual state to full implementation.
- Guide staff in leveraging resources and delivering programs that are stimulating, educational and contribute to development of the “whole lawyer.” Manage, train and build capacity for volunteers to grow CLI’s reach and impact.

### **The Ideal Candidate**

The ideal candidate will be someone who has substantial experience with equity, diversity and inclusion programs, with a strong preference for such experience in the legal profession and Colorado. They are confident in their abilities and eager to further develop themselves and those who work with them. They will demonstrate their eagerness to assume a community leadership position and have experience and are comfortable (even thrive when) working with people from diverse backgrounds. They will be creative, have a can-do attitude, and be resourceful on how they tackle their work. They will have the ability to assess the current condition of the organization, analyze the information and bring it all together to create a vision that is vibrant and effective. Strong administrative, interpersonal and management skills are essential.

## **Key Characteristics**

- Projects personal presence and professionalism
- Exceptional interpersonal communication skills
- Exhibits enthusiasm, passion and ownership for the work and the organization
- High ethical standards and integrity
- Consistently exhibits sound judgment, tact and discretion. Able to respect, protect and maintain highly confidential and sensitive information
- Treats all individuals with respect and appreciation/respect for diversity
- Superior emotional intelligence and maturity
- Demonstrates courage; takes appropriate risks
- Strong work ethic and commitment to high performance
- Adaptable and flexible; works constructively under pressure; responds resourcefully and positively to change and ambiguity
- Manages stress effectively and maintains personal work/life balance
- Has a strong personal vision; focuses on possibilities and opportunities, demonstrating persistence and resilience

## **Qualifications**

- JD, MSLA, MBA, or a Master's degree in nonprofit management, public administration or related area. (Equivalent experience will be considered).
- A minimum of 7 years of experience working in the legal profession – *OR*– 5+ years of successful senior management experience in the equity, diversity and inclusion field, including supervision of professionals; high level management experience, such as Chief Executive Officer, Executive Director or Chief Operating Officer.
- Meaningful experience working with nonprofit organizations, boards and committees.
- Experience in program management and development, preferably in the equity, diversity and inclusion area.
- Exceptional organizational skills and attention to detail.
- Diversified fund development experience, including foundations, corporate sponsorships, donor relations, membership, special events, earned income, and grants.
- Proven experience managing a substantial budget with full accountability for results.
- Demonstrated commitment to inclusiveness and diversity in all aspects of management and operations.
- Superior interpersonal, public speaking and writing skills.
- Technologically savvy (Word, Excel, PowerPoint, Email/Internet, Donor CRM/Database).
- Experience with HR/personnel issues, including responsibility for hiring, terminating and coaching/mentoring staff.
- Candidates must be willing to live in the metro Denver area, and relocation costs are not included.

## **Work Environment**

Professional office atmosphere in a hybrid in-person/remote working arrangement. Sedentary work that primarily involves sitting or standing for prolonged periods. Position

requires occasional off-hour meetings and events, including, but not limited to, on evenings and weekends.

The work environment characteristics described here are representative of those this position may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical Requirements**

While performing the duties of this position, the Executive Director must have the ability to sit, stand and/or walk for extended periods of time; manipulate (lift, carry, move) weights of at least ten (10) pounds; have repetitive wrist/hand/finger movement to work on a computer and/or related office equipment; speak clearly and concisely so listeners can understand; and regularly understand the speech of another person.

The physical demands described here are representative of those that must be met by this position to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

## **Compensation**

The compensation is competitive in relation to the operating budget of the organization and dependent upon a candidate's education, training and experience in the equity, diversity and inclusion field. The annual salary range for this position is \$85,000 - \$112,000. Benefits include medical, a generous paid time off package, and other benefits. An annual discretionary bonus may be available based upon performance. The Board is open to explore and enter into a mutually beneficial compensation package for the ideal candidate.

## **How to apply**

Interested candidates should send a cover letter explaining their desire for the position, skills and talents they would bring to the position. Also attach a resume that illustrates your past experiences and skills. No phone calls please. Send cover letter, resume and at least three references electronically by June 1, 2022 to: [sjsnyder@legalinclusiveness.org](mailto:sjsnyder@legalinclusiveness.org). All inquiries will be held in strict confidence.

Additional information about CLI is available at [www.centerforlegalinclusiveness.org](http://www.centerforlegalinclusiveness.org).