



JOB TITLE: Executive Director
REPORTS TO: Board of Directors

Position Summary

The Center for Legal Inclusiveness (“CLI”) is seeking an Executive Director with the capability, vision, passion and leadership skills to take CLI, its members and the broader Colorado legal community to new and unprecedented heights of inclusivity. This is an outstanding opportunity for an energetic and innovative individual who wants to unleash their leadership potential and work to improve the legal profession for historically excluded lawyers and law students.

Principal Duties

- Oversee all aspects of daily activities, including program planning, finances, fund development, community engagement, human resources, and marketing to ensure progress toward strategic goals.
- Understand and respond to changes in trends and best practices in equity, diversity and inclusion (“EDI”) and develop, present and/or implement appropriate EDI programming.
- Cultivate and maintain CLI’s relationships with its members, their constituents, statewide legal organizations and other stakeholders to provide guidance and thought leadership, including organizational assessment and customized consultations, for their EDI programs.
- Develop annual \$350,000 budget and oversee the management of financial resources, ensuring CLI’s fiscal stability and long-term viability and lead a diversified fundraising program including corporate sponsorship, individual donors, grants, special events, earned income, and planned giving in order to enhance funding for CLI’s programming, scholarships and other events.
- Engage, inspire, and motivate the Board of Directors and Young Lawyers Division Board to meet their responsibilities and serve the organization effectively.
- Manage the development, implementation and integration of CLI’s signature events, including the annual *Legal Inclusiveness & Diversity Summit*, the largest conference on legal profession equity, diversity and inclusion in the Rocky Mountain region and the *Ball for All Gala*, CLI’s annual fundraising event.

Core Competencies for Success

- Experience with EDI programs, with a strong preference for such experience in the legal profession.
- Eagerness to assume a community leadership position and competency working with people from diverse backgrounds.
- Ability to create a vision for the organization that is vibrant and effective.
- Strong administrative, interpersonal, public speaking, and management skills, including experience in program management and development.
- Graduate degree or equivalent experience working in the legal profession, nonprofit organizations, or the EDI field.
- Willing to live in the metro Denver area.

Salary Range: \$90,000 - \$115,000.