

**EXECUTIVE DIRECTOR**  
**JOB DESCRIPTION (Revised 8/2018)**  
**Lowcountry Legal Volunteers**

The Executive Director is the key management leader of Lowcountry Legal Volunteers organization and is the “face” of the organization to the general public. The position reports directly to the Board of Trustees. The ED is generally responsible for implementing the strategic plan, policies and procedures approved by the Board of Trustees for the operation of Lowcountry Legal Volunteers. More specifically, the Executive Director will perform the following:

**I. Development and Communications**

- A. Develop and implement annual Public Relations and Development Plan
  - 1. Public Relations/Marketing:
    - a) Maintain ongoing communications with religious and civic organizations.
    - b) Prepare and submit articles and news releases to local and state press and other public communication organizations.
    - c) Develop and implement other means to communicate the LLV mission, “Brand” and accomplishments to all stakeholders.
    - d) Update social media and all print materials as needed.
    - e) Develop a media presentation and associated materials for presentation to community groups, clients, service providers, donors, funders, etc.
    - f) Build relationships and network with other service providers locally, regionally and state-wide.
  - 2. Development:
    - a) Prepare, submit and manage grant applications as appropriate.
    - b) Research potential new grants, network, and develop new funding sources.
    - c) Prepare and submit donor reports and acknowledgment letters.
    - d) Provide administrative support for fundraising events.
    - e) Garner support from individuals and the Business Community for sponsorships and in-kind needs.
    - f) Attend grantor/fundraising functions, meetings, award ceremonies as required.
    - g) Foster relationships with current donors/sponsors.

**II. Governance**

- A. Board Relations:
  - 1. Attend Board, Committee, and Advisory Subcommittee meetings
  - 2. Provide periodic reports to the Board.

3. Respond to needs and inquiries of individual Board members in a timely manner.
4. Assist in recruiting Board members.
5. Review the Strategic Plan with Board annually.
6. Work with Board chair to establish Committees as needed- Outreach and Communications, Development, Personnel, Professional Oversight, etc.

**B. Organizational Best Practices:**

1. Prepare, with input from staff, Board and volunteers a Strategic Plan. Review with staff and Board annually and update every 5 years.
2. Work with Treasurer to prepare Financials for monthly Board Mtg., annual and other Budgets, taxes, audits, etc. as necessary
3. Facilitate board/staff relations, recommend/draft/revise policies/procedures annually and as needed.
4. Working with staff and Board, responsible for implementation of programs that carry out the organization's mission.
5. Provide excellent customer service-Thank and recognize donors, staff, volunteers.

### **III. Office Operations**

**A. Personnel Management:\***

1. Provide overall executive/administrative supervision of all staff.
2. Maintain open door policy with staff/volunteers; meet w/ as needed to address issues as they arise to facilitate efficient work environment (problem solve - revise forms, client letters, intake packets; computer, phone and internet issues.)
3. Review of staff cases as needed with Executive Attorney/volunteers, only if Executive Director is licensed SC Attorney.\*
4. Human resources:
  - a) Advertise for vacant staff positions and/or consultants, collect and review resumes, contact potential new hires to gather additional info, interview, check references, keep Personnel Committee informed.
  - b) Work with Personnel Committee to revise job descriptions and determine appropriate salary (other than for the Executive Attorney.)
  - c) Recruit attorney and non-attorney volunteers.\*

\* In cases where the Executive Director is not a licensed SC Attorney, the Managing Executive Attorney will : 1) have a dual reporting position by reporting administratively to the Executive Director and professionally to the Professional Oversight Committee and 2)conduct the hiring of attorney volunteers.

B. Office Management:

1. Prepare budgets.
2. Manage accounts, income and expenses including payroll and invoices.
3. Prepare and submit regulatory filings with state and federal agencies.
4. Implement record-keeping procedures.
5. Oversee management of office facilities and functions, including information technology.
6. Oversee all other office management tasks normally associated with law office operations.
7. Manage client trust account, only if licensed SC Attorney.
8. Maintain appropriate insurance (BOP, D&O, malpractice)
9. Identify cost saving measures as appropriate.

C. Back Stop Executive Attorney: (only if the Executive Director is a qualified. SC licensed attorney.)

On a stand-by basis in the absence or unavailability of the Executive Attorney (due to illness, workload, schedule conflicts or other circumstances), provide client services, personnel supervision and compliance and practice standards functions normally performed by the Executive Attorney.

**IV. Other duties as assigned by the Board/needed**