



MANAGEMENT | INNOVATION | EXCELLENCE | FOR LEGAL AID

November 3, 2021

Position Announcement:

Executive Director

Management Information Exchange (MIE) seeks its next dynamic Executive Director. [MIE](#) is a nonprofit organization that supports leaders, managers, supervisors, administrators, and fundraisers in legal aid programs. MIE's mission is to promote excellence in management to ensure high quality civil legal advocacy on behalf of low-income people across the United States. MIE advances best practices and innovation in leadership, management, supervision and fundraising by supporting a full and free exchange of ideas and providing training, and consulting, an online resource library, and a flagship journal for the legal aid community.

This position is an exciting opportunity for an organized, energetic, experienced leader and manager who has an entrepreneurial streak and is passionate about supporting the legal aid programs that expand access to justice across the United States. The Executive Director can be located anywhere with excellent internet service and from which there is the ability to travel to MIE events without exorbitant cost.

About MIE

MIE was established in 1985 to provide training for Executive Directors of legal aid programs, and to share expertise and cutting-edge ideas through its Journal and national meetings. Over the years, MIE has expanded both its training and its Journal articles to include content that supports middle managers, fiscal directors and development professionals working in legal aid programs and has developed an online library of information and affinity listservs useful to legal aid managers. It sponsors regular national conferences and provides consulting and technical assistance to the legal aid field. It is an important member of the national legal aid support community, maintaining relationships and collaborations with other national legal aid and bar organizations. MIE has also become the preeminent hiring consultant for legal aid programs engaged in Executive Director transition.

MIE has a small staff and consulting team – the Executive Director, the Director of Programs, the Administrative Assistant, and the Resource Development Support Services Consultant, assisted by other project-specific consultants. MIE's work is

heavily supported by and dependent upon the work of its very active Board of Directors and other volunteers committed to the delivery of legal aid to low-income communities. For example, Journal articles are written by MIE's readers - legal aid managers and staff – and trainings are planned and led by MIE staff, with training delivered by legal aid managers. MIE's Board is comprised of leaders in legal aid programs who bring a high level of experience and commitment to their support for MIE.

MIE's small budget is reliably achieved through subscription, training, and consulting revenues.

Responsibilities

Areas of responsibility of the Executive Director include:

- ♦ Planning and strategy: working with the Board and staff to plan and carry out the established core work of the organization, including both the services to be delivered and the revenue structure required to sustain MIE.
- ♦ Identifying and anticipating developing trends and issues in the delivery of legal aid so as to inform MIE's work and develop new programs and business opportunities.
- ♦ Budget and finance: working with MIE's CPA, accountant and the Board Treasurer, planning and carrying out the annual budget and ongoing accounting and financial oversight.
- ♦ With the volunteer MIE Journal Committee and its Chair, quarterly production of the MIE Journal.
- ♦ With the Director of Programs, other MIE team members and volunteer committees, design and implementation of MIE's conferences and training programs.
- ♦ With MIE's consultant network, meeting the need for executive transition services in the legal aid community.
- ♦ Recruiting and engaging volunteers for all aspects of MIE's work.
- ♦ Maintaining subscribers and attracting attendees to MIE events.
- ♦ Hiring and supervision of staff and consultants.
- ♦ Collaborating with the Board of Directors and facilitating its work.
- ♦ Expanding MIE's capacity and role in the legal aid community's efforts to enhance diversity, equity and inclusion and racial justice.
- ♦ Maintaining relationships and collaborations with other national legal aid and bar organizations working on access to justice.

Qualifications

While all applications are welcome, the ideal candidate will have many of these experiences and skills:

Required Skills Attributes and Experience:

- ♦ J.D. or other graduate level degree or equivalent experience.

- ♦ Demonstrated commitment to excellence in management, with a keen understanding of the role of management in building and sustaining organizations that deliver great advocacy.
- ♦ Proven leadership and management experience in the non-profit private or public sector including oversight or hands-on experience with finance and budgeting, and business plans and operations.
- ♦ Experience in managing staff and/or consultants with an inclusive, collaborative and transparent style.
- ♦ Exceptional communications skills, including experience writing, speaking, and presenting to a wide variety of audiences.
- ♦ Excellent interpersonal skills; ability to rapidly build and maintain meaningful relationships with staff, partner organizations, Board Members, member organizations and volunteers.
- ♦ Creative, entrepreneurial and visionary approach to organizational goal setting and performance.
- ♦ Analytical and problem-solving skills that enable sound, strategic decision-making.
- ♦ Willingness to engage in the broad range of activities required to maintain a small organization (from paperclips to presentations!).
- ♦ A demonstrated commitment to promoting racial justice and advancing diversity, equity, and inclusion, including race, gender, sexual orientation, ethnicity, gender identity, family status, and disability.

Other desired and valuable experience (candidates are likely to have some but not all of these experiences):

- ♦ Experience as Executive Director or Deputy Director of a legal aid program.
- ♦ Demonstrated experience with, commitment to, and expertise in the provision of legal assistance to indigent and vulnerable communities.
- ♦ Executive experience in legal aid or other nonprofit advocacy organizations.
- ♦ Familiarity with the national legal aid system.
- ♦ Experience with nonprofit fundraising.
- ♦ Experience with inspiring, recruiting and managing volunteers.
- ♦ Experience with producing and publishing newsletters or journals.
- ♦ Facility with technology tools useful in organizational management.
- ♦ Experience in serving as an organizational consultant.
- ♦ Experience in planning and implementing training and conference events.
- ♦ Experience using both traditional media and social media platforms for organizational messaging.
- ♦ Experience working with a non-profit board.

Compensation

Compensation appropriate to the applicant's experience and the demands of this position.

To Apply

Applicants should e-mail a cover letter explaining their interest, along with a resume, to ExecutiveHiring@MIELegalAid.org . MIE also welcomes nominations for the position.

Applications will be accepted until the position is filled, but interested applicants are strongly urged to apply by January 7, 2022. It is hoped the new Executive Director will start by April 1, 2022.

MIE is an equal opportunity employer. We seek to build diversity, equity and inclusion within our organization, through our work, and in partnership and allyship with the legal aid organizations we serve.