DNA-PEOPLE'S LEGAL SERVICES
VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTOR

DNA People's Legal Services is a non-profit legal services provider celebrating 50 years of service with approximately 25 attorneys delivering legal services to an underserved population in Arizona, New Mexico and Utah. DNA is accepting applications for the position of Executive Director. DNA is seeking an innovative growth-oriented individual capable of revitalizing the organization and setting direction for the next 50 years. Principal location Window Rock, Navajo Nation, Arizona.

GENERAL RESPONSIBILITIES:

The Executive Director has overall responsibility for the leadership and operation of DNA, including general administration of the program; working with Senior Management in Litigation, Administration, Finance, Development, IT, and Facility Maintenance; personnel management; implementing programmatic policies; providing necessary litigation support; and working with the Board of Directors.

QUALIFICATIONS:

Applicants must be admitted to practice in Arizona, New Mexico, Utah or the Navajo Nation or must be eligible for admission by reciprocity in one of these jurisdictions; must have a B.A. or B.S. degree from an accredited university; a J.D. degree is preferred; must have a minimum of seven (7) years progressive management and supervisory experience, excellent communication skills, knowledge of budget and financial management and fundraising experience.

SALARY:

Competitive and negotiable depending on experience. This is a contract position negotiated with the DNA Board of Directors. DNA has an excellent benefits package including generous leave benefits and employee insurance coverage (medical, dental, vision, life).

CLOSING DATE:

January 17, 2017

APPLICATION / INFORMATION:

Persons interested in being considered for this position should upload their completed application, a letter of introduction, resume, and a list of references to https://sackstierney.sharefile.com/r-re4012e019cd465ea or, send to:

Judith M. Dworkin, Esq.
Sacks Tierney P.A.
4250 N. Drinkwater Blvd., 4th Floor
Scottsdale, AZ 85251
EXECUTIVE DIRECTOR JOB DESCRIPTION

1. Responsibilities and Duties

The Director is responsible for:

a. The overall management of DNA;

b. Coordinating the administration of DNA with the Directors of Litigation/Senior Attorneys, Administration, Finance, Development, Internet Technology, Facilities, and Community Legal Education;

c. Planning and coordinating client services;

d. DNA's relationship with LSC, including timely submission of all required material;

e. Staff development, including:

   i. Assisting the Board in developing personnel policies and informing the Board of the need to update policies;

   ii. Ensuring compliance with personnel policies, including hiring, discharge, and disciplinary action of staff;

   iii. Supervising the Legal and Administrative Directors, provided that an Executive Director, who is not admitted to a particular Bar, will not manage or direct legal work for a jurisdiction in which he/she is not licensed;

   iv. Ensuring that staff with supervisory responsibilities are carrying out those responsibilities properly;

   v. Consulting with the Executive staff to plan and conduct staff training; and

   vi. Ensuring that staff meetings are held as needed.

f. Assisting the Board, including:

   i. Providing assistance to the Board and its committees in the scheduling, notification, and conduct of meetings;

   ii. Informing the Board's Executive Committee on a timely basis of issues requiring Board Action and meeting regularly (in person or telephonically) with the Executive Committee on issues of concern by the Board;
iii. Ensuring that the Board and its committees receive information necessary to make informed recommendations and decisions; and

iv. Adopting policies not inconsistent with the policies established by the Board or its Executive Committee. A copy of all policies adopted by the Executive Director shall be sent to all DNA personnel and the Board's Executive Committee at least ten (10) days before the policy's effective date. The Board's Executive Committee may, at any duly called meeting, modify or revoke any policy by the Executive Director.

g. Managing program finances, including:

i. Supervising Executive staff with financial responsibilities;

ii. Ensuring that the Board receives quarterly financial reports prior to the scheduled quarterly Board meeting;

iii. Ensuring that the program is annually audited by an independent auditor;

iv. Reviewing and appropriately responding to financial audits, including remedial measures;

v. Informing the Board of financial problems as they arise and assisting the Board on developing responses;

vi. Making final decisions on major purchases and expenditures of litigation and travel funds in accordance with LSC and DNA Accounting Policies;

vii. Approving and signing all leases and contracts;

viii. Ensuring preparation of draft annual budgets per grant and overall budget for the program and, if possible, budget for each DNA office and providing oversight of the approved budgets;

ix. Coordinating with Executive staff to insure prompt and professional preparation of funding proposals; and

x. Ensuring that program expenses comply with the approved budget, LSC and other grantors' guidelines, and Board directives.
h. Directing and monitoring provisions of program services, including:
   i. Developing and maintaining internal reporting systems and providing quarterly reports to the Board and staff;
   ii. Working with Board and staff to distribute information and develop policies, plans, and priorities concerning program services;
   iii. Monitoring services to assure that policies are properly implemented;
   iv. Conducting regular visits to all DNA offices (at least twice per year or more) and communicating with the field staff regarding Board actions and collecting information from the field staff to report back to the Board;
   v. Reviewing and responding appropriately to program audits and reviews, including remedial measures; and
   vi. Procuring, maintaining, and overseeing DNA's physical facilities and their safety, in coordination with the Director of Facilities.

i. Consulting with and assisting attorneys (including Navajo barred advocates) on legal matters as appropriate or requested.

j. Representing DNA, including:
   i. Receiving complaints and ensuring appropriate response;
   ii. Meeting and communicating with tribal governments and the client community;
   iii. Coordinating with the Director of Litigation/Senior Attorneys to ensure appropriate representation of DNA; and
   iv. Scheduling and attending Project Director/Senior Management meetings.

k. Performing all duties required by DNA's by-laws or other organization documents.

Performing other duties assigned by the Board.