



Executive Director Job Announcement

Job Title: Executive Director

Location: Colorado Springs, CO

Start Date: Late May/Early June

Time Requirement: Full-Time Employee, exempt – regular evening and weekend hours

Job Description: The Director position is the sole staff member of the Pikes Peak Justice and Pro Bono Center, Inc. (“The Justice Center”). This position coordinates access to justice programs and events, as well as handling related administrative duties. The Director answers to a board of directors and works in direct collaboration with the executive director and president of the El Paso County Bar Association, along with the staff of Colorado Legal Services.

The Organization: The Pikes Peak Justice and Pro Bono Center’s mission is to provide free and reduced cost legal assistance and services to low and moderate-income residents, promote access to justice efforts, and provide a vehicle for public outreach and community engagement for attorneys and other legal professionals in El Paso and Teller counties. The Justice Center was formed in 2004 as an informal collaboration between the El Paso County Bar Association and Colorado Legal Services, received nonprofit designation in 2011, and assumed its current structure in 2016.

Duties:

- **Oversee Pro Bono and Modest Means placement programs**
 - Screen cases on intake, evaluate clients, and place qualifying cases with attorneys
 - Recruit attorneys to participate in programs and take on cases, expand current roster of Pro Bono and Modest Means program attorneys
 - Track applicants and applications
- **Manage legal clinics and other outreach events**
 - Recruit volunteer attorneys, paralegals, and other legal professionals for monthly legal clinics; ensure every event has sufficient volunteer coverage
 - Publicize monthly legal clinics to both attorneys and the general public

- Track client demographics and volunteer involvement at legal clinics
- Plan Tree Planting Service Project, Mock Trial, and other events
- Fundraising
 - Prepare new grant proposals and ensured continued funding from current grantors through accurate and timely reports
 - Coordinate grant writing committee, assign grants, and provide needed information and statistics
 - Head planning for The Justice Center's yearly fundraiser and coordinate with board for mailing campaign
- Administration
 - Maintain client and volunteer records
 - Track and collect program data for internal and external reports
 - Coordinate and attend Board of Directors' meetings; prepare agenda, minutes, and give program activities report and statistics reports
 - Enter all financial transactions into QuickBooks; print monthly reports for Board
 - Assist Board with budget preparation; coordinate with Board Treasurer on finances
 - Sit on/participate in Access to Justice Committee and attend quarterly meetings

Qualifications:

- Associate, Bachelor, or Paralegal Degree/Certificate required.
- Experience in nonprofit work, legal outreach, and volunteer recruitment highly desirable
- Knowledge or experience with grant writing and grant administration
- Demonstrated ability to organize tasks, plan and implement strategies, and develop systems to meet case-handling, reporting, and fundraising deadlines
- Highly organized, self-motivated individual, and superior time management skills
- Excellent communication skills, sound judgment, and an ability to work with a diverse group of people
- Knowledge of Microsoft Office and QuickBooks
- Experience with event planning, fundraising, websites and social media a plus
- Spanish language skills desirable but not required
- Must have reliable transportation

Compensation: Beginning at \$40,000; fifteen paid days off. Compensation can increase based on E.D. performance.

To Apply: email a cover letter and resume to probono@elpasocountybar.org by April 01, 2019