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2009-2010
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Executive Director Law and Leadership Institute, LLC Position Description

The Board of Directors of the Law and Leadership Institute, LLC seeks applications and nominations for the position of Executive Director.

The Law and Leadership Institute, LLC (LLI) introduces promising high school students from under-served urban communities in Akron, Cincinnati, Cleveland, Columbus, Dayton and Toledo to the legal profession through an intensive college preparatory program on law and leadership. Students enrolled in the program gain critical academic skills in studying, test-taking and self-expression, in addition to self-confidence, an awareness of college-level expectations and positive role models to encourage and nurture their educational and professional goals. The Supreme Court of Ohio, the Ohio State Bar Association, and the Ohio law schools, with major funding from the Ohio State Bar Foundation, began the program as a summer pilot program in two cities in 2008; programming was expanded to four additional Ohio cities in 2009. LLI, a non-profit associated with the Ohio Center for Law Related Education, was formed in 2009. LLI is dedicated to helping its students achieve success as future college and law students, and leaders in their communities and professions.

The Executive Director is the Institute's chief academic and administrative officer and reports to the LLI Board of Directors. In addition to "hands on" supervision of LLI's daily operations and managing its budget, the Executive Director, working with the LLI Board, has responsibility for fundraising, the recruitment and education of students, and the oversight of faculty recruitment, teaching, and compensation. The Executive Director also oversees relations with the public school systems, the law schools, the bar, the courts, public officials, and allied organizations. The LLI Board seeks a leader who has the administrative skills necessary to manage a complex educational program, who has the interpersonal skills to engage successfully with a wide range of constituencies, who has the drive to build this exciting new program that expands the pipeline from under-served communities to professional achievement and leadership, and who has the capacity to raise additional financial and volunteer resources. The Executive Director will have an office in Columbus, Ohio and travel frequently to the other Ohio cities in connection with LLI programs and activities. Qualifications are listed below.

Required qualifications

- Commitment to LLI's mission and a high energy level to expand the pipeline from under-served communities to college graduation, to leadership, and, if the student is interested, to law school graduation.
- Ability to manage an innovative new program located in six cities at eight law schools, and availability/ability to travel for that purpose.
- Ability to identify and inspire positive and strong teaching, to help the Board develop ambitious plans, to implement plans, and to foster excellence.
- Be responsible for developing, implementing and meeting quantifiable fundraising goals, including a successful multi-year strategy designed to make LLI financially sound and independent, based upon the implementation and management of all development efforts—e.g., capital campaigns, an annual giving program, planned and major gift programs, grant writing and submission and endowment development—including timelines, budget, staff, donor relations and board committees.
- Provide primary staffing for the LLI Board with direct oversight responsibility for board committees in the areas of governance, policy and financial issues, fundraising, program and curriculum delivery, and board membership. Attend all regular and special meetings (as appropriate) of the LLI Board and various committees with the right to participate in discussions but not to vote.
- Evidence of interpersonal skills to engage successfully with a wide range of constituencies (attorneys, judges, law school leaders, secondary school leaders, potential donors, students and their families, business leaders, and public officials).
- Develop and submit for approval to the LLI Board and manage the LLI's annual budget (currently below \$500,000/year).
- Demonstrated skill in interpersonal, written and oral communications in order to establish strong trust and to enhance the credibility of a not for profit organization.
- Accept and execute other duties as assigned.

Desirable qualifications

- A record of successful and innovative not for profit management including the management of large projects and bringing them to completion.
- Administrative experience working with nonprofit boards.
- J.D., or comparable advanced degree.
- Experience teaching at the secondary or post-secondary school level.
- Exceptional relationship-building skills, including a comfort level with a diversity of communities, and an ability to build and maintain relationships with current and potential stakeholders (potential funders, volunteers and the community).
- Demonstrated personal history of productive interaction with key stakeholders, including board members, attorneys, judges, law school leaders, secondary school leaders, students and their families, business leaders, and public officials.
- Values diversity in the staff and volunteer groups for LLI; seeks to be inclusive in recruiting, engaging and retaining both professional staff and volunteers.
- A collaborative, open, consultative professional demeanor.

Organizational Relationship

The Executive Director reports directly to the Board of Trustees, and serves at the pleasure of the Board. All other staff report directly or indirectly to the Executive Director.

Supervision is provided primarily by the officers of the Board: President, Vice President, Treasurer and Secretary. These individuals are available for consultation on an ongoing basis.

Formal evaluation of the Executive Director shall be done at least annually by the Personnel Committee of the Board, with input from the entire Board. The Executive Director will be LLI's first full-time staff person, and will assist in hiring a deputy/administrative assistant.

Hours

Forty (40) hours per week minimum. Some evenings and weekends required.

Compensation

Please submit salary requirements with cover letter.

Application process

Applications should include a cover letter explaining how the candidate's background and experience satisfy the qualifications and why the candidate would be interested in the position, a resume, and a list of five (5) professional references with contact information, including e-mail addresses.

The review of applications and nominations will begin immediately and will continue until the position is filled. For full consideration, please submit cover letter, resume and references before February 5, 2010.

Electronic submissions are preferred. Please send all cover letter and resume to cdsmallwood@vorys.com. Items that cannot be E-mailed can be sent to Search Committee, Law and Leadership Institute, LLC, c/o Carl D. Smallwood, Chair, Search Committee, PO Box 1008, Columbus, OH 43216-1008.

Inquiries may be directed to cdsmallwood@vorys.com.

The Law and Leadership Institute, LLC is an equal opportunity employer. Applications from women and minorities are especially encouraged. For more information about the Law and Leadership Institute, please see <http://www.lawandleadership.org>.