

OPPORTUNITY DESCRIPTION

EXECUTIVE DIRECTOR

AIDS LEGAL REFERRAL PANEL

SAN FRANCISCO, CA

This position is on site at the AIDS Legal Referral Panel office in San Francisco. The successful candidate must reside full time in the SF Bay Area.

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300

Greenbrae, CA 94904

www.cooksilverman.com

Logo, company name

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ABOUT AIDS LEGAL REFERRAL PANEL

AIDS Legal Referral Panel (ALRP) provides free and low-cost legal assistance and education on virtually any civil legal matter to individuals living with HIV/AIDS in the San Francisco Bay Area. They accomplish this mission through direct representation of clients by one of their 13 staff attorneys or by careful placement of clients with one of ALRP’s 550 volunteer Panel attorneys. ALRP is the oldest organization in the country dedicated to the provision of legal services for people with HIV.

Founded in 1983, ALRP has handled over 85,000 legal matters for their clients over the last 40+ years. Their efforts help clients:

* Avoid unlawful evictions – fulfilling their basic need for stable housing
* Protect their assets, for them and their families
* Reduce their stress and improve their health
* Assure their personal dignity
* Protect and regain lost jobs and insurance/medical benefits
* Provide legal counsel and representation on often-complex legal matters for a community of individuals often least able to afford it, and to leverage the resources of the private bar for the public good.

POSITION OVERVIEW

The AIDS Legal Referral Panel (ALRP) seeks an exceptional individual to be its next Executive Director (ED). The ED oversees all aspects of the organization, which provides critically needed civil legal assistance to thousands of people with HIV/AIDS in and around San Francisco each year, through counseling, direct representation and referrals to volunteer Panel attorneys. The ED engages in public policy advocacy on the local, state, and federal levels, with an emphasis on maintaining funding for HIV-services and legal aid programs, and expanding access to fundamental needs such as housing, healthcare, income, and legal representation. This is a unique opportunity to lead a diverse and dynamic nonprofit organization with a long history of providing legal services and community education on behalf of people living with HIV/AIDS. This is a full-time position, on-site in the San Francisco office.

For more information, please visit <https://www.alrp.org/>.

REPORTING RELATIONSHIPS

This position reports to the Board of Directors and oversees a staff of 20, which includes 12 staff attorneys.

OPPORTUNITY HIGHLIGHTS

* Salary range is $150,000-$175,000
* Benefits include:
  + Full health insurance including dental/vision
  + LTD, Life Insurance
  + Voluntary retirement 403b fund
  + Ability to use pre-tax dollars for out of pocket medical, transportation and child care
  + Generous vacation:
    - 2 weeks - first year
    - 3 weeks - 2nd and 3rd year
    - 4 weeks - beginning 4th year
* The opportunity to support an underserved community of thousands living with HIV/AIDS through critically needed legal assistance and essential wraparound services.

YOU ARE

* An experienced, compassionate and hands-on visionary who has a history of supporting community needs, promoting social justice, and advocating for those most vulnerable.
* Leader passionate about this cause, an upbeat and motivating force, and with a sense of humor in the face of challenges.
* A mission-driven leader who is deeply committed to supporting the legal rights of community members with HIV/AIDS.

PRIMARY RESPONSIBILITIES

Strategic Leadership & Board Management

* Serve as the key relationship builder and collaborate effectively with the 30-person Board of Directors.
* Report to Board at monthly meetings and assist Executive Committee in planning agenda for Board meetings.
* Collaborate with Board Members on fundraising and outreach.
* Partner with Board Members in policy formulation and long-range strategic planning.
* Assist recruitment of new Board members; orient new Board members.

Program Management & Community Relations

* Monitor and evaluate program successes and opportunities.
* Develop program plans balancing community needs and coordinate service delivery with other legal and AIDS service organizations.
* Ensure quality of client services and volunteer management programs.
* Develop and implement client service and volunteer management policies such as grievance policy and infection control policy.
* Ensure agency compliance with State Bar LRS certification requirements.

Fundraising & Finance

* Collaborate with Development Director to create fundraising goals and direct activities to reach goals.
* Participate directly in fundraising activities, such as individual donor and law firm solicitations.
* Ensure all required reports are submitted to funders on time.
* In partnership with the Development Director, identify and cultivate donor prospects.
* Manage agency finances (incoming and outgoing) and ensure responsible stewardship of a lean budget.
* Oversee bookkeeper and partner to ensure agency compliance with all financial management standards set by government agencies and other funders.
* Oversee monthly financial reports: Balance Sheet, Income & Expense by Fund, Actuals to Budget; approve all expenses, monitor budget and cash flow.
* Oversee annual audit and tax return preparation.
* With Board Treasurer, develop annual agency budget and periodic budget modifications, present budget and modifications to Board for approval.
* Ensure agency achievement of all contract and grant objectives.

Administration & PR

* Collaborate with Office Manager to handle all office insurance needs, including general liability, employee bond, professional liability, worker's compensation, and D&O.
* Manage all HR/Operations functions including:
  + Administering employee benefits plans
  + Execute wage and salary decisions, including performance raises
  + Ensure agency compliance with all applicable labor and employment laws
  + Recruit, hire, and train new employees to vacant positions
  + Implement all HR policies
* Issue press releases, conduct interviews, and speak publicly on AIDS legal issues.
* Guide agency public relations.

COMPETENCIES

* Minimum of five years legal and/or nonprofit management experience
* Juris Doctor from an ABA accredited law school and current California Bar admission in good standing
* Experience in non-profit program planning and supervision
* Demonstrated ability to guide multiple objectives and initiatives simultaneously
* Proficiency in basic computing skills such as email communications, video conferencing, and word processing
* Awareness of HIV/AIDS history and understanding of current issues
* Familiarity with public funding structures; experience responding to Notice of Funding Availability or similar processes; knowledge of local (San Francisco) government and administrative bodies
* Excellent communications skills
* Sense of humor and an upbeat attitude
* Kind, compassionate, and caring individual
* Fundraising track record or equivalent experience

EQUITY STATEMENT

It is the policy of the AIDS Legal Referral Panel (ALRP) to provide services to clients, hire employees and recruit volunteers without regard to race, color, religion, creed, age, national origin, gender, gender identity, marital status, domestic partnership status, sexual orientation, pregnancy, childbirth or other related medical condition, disability, AIDS/HIV status, veteran status, or physical disability.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:%20apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

AIDS Legal Referral Panel is an Equal Opportunity Employer.