

Southwest Louisiana Law Center
1011 Lakeshore Drive, Suite 402
Lake Charles, LA 70601



Phone: (337)436-3308
Fax: (337)433-2523
frontdesk@swla-law-center.com

The [Southwest Louisiana Law Center](#) is seeking an Executive Director. This is an opportunity to lead an organization providing first-rate legal services to the economically disadvantaged in Southwest Louisiana. The successful applicant will be a self-motivated, socially-adept, networker and administrator.

RESPONSIBILITIES

The Executive Director leads the legal and support staff, manages the day-to-day operations, conducts community outreach, develops funding, and supports the Board of Directors.

Community Awareness:

1. Seek out recurring and occasional earned (free) media;
2. Regularly post Law center happenings on social media;
3. Seek out speaking opportunities; and
4. Establish and maintain relationships with community partners and stakeholders.

Fund Development:

1. Evaluate, monitor, assess, and report on all current funding sources;
2. Constantly seek out new potential funding sources;
3. Seek out and attend educational opportunities on fund development; and
4. Actively pursue strategic fund development sources and activities to ensure financial stability in meeting the organizational mission.

Administration:

1. Hire, set compensation, manage, discipline, mentor, and lead all staff;
2. Oversee payroll and all human resources issues and responsibilities;
3. Manage all budgeting and financing, including:
 - Ensure sufficient revenue to meet operational needs;
 - Monitor expenses for necessity and reasonableness;
 - Ensure bills are legitimate, correct, and timely paid;
 - Arrange required Finance Committee meetings per by-laws;
 - Support the Board in the preparation and approval of the annual budget;
 - Manage relationships with all contracted financial professionals; and
 - Overall, support the Board in stewarding Law Center's resources.

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Board Relations:

1. Board Governance – Ensure that the Board is adhering to the articles of incorporation and by-laws;
2. Board Recruitment – Ensure that the administration committee systematically recruits new Board members necessary to maintain a healthy and functional Board of Directors;
3. Functioning Committees – Ensure that all committees are staffed and functioning to serve the Board in productive ways (to identify potential risks and opportunities within each committee's purview), and otherwise to assist the Board, as a whole, in meeting the organizational mission.
4. Assist the Board in calendaring, noticing, preparing agendas, preparing minutes, and carrying out Board meetings;
5. Assist the Executive Committee in scheduling and conducting the Executive Director's annual review; and
6. Work with and support the Board in its oversight responsibilities and in any other way reasonably necessary for the Board to meet the organizational mission.

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Experience working for non-profit organizations
- Community outreach experience
- Fundraising experience
- Admission to the Louisiana Bar is preferred, but not required

COMPENSATION

\$60k-\$80K

Please apply via email to the [SWLA Law Center Board of Directors](mailto:swlaboardofdirectors@swla-law-center.com) at swlaboardofdirectors@swla-law-center.com with your resume and any related information.