



# Executive Director

25 hours per week

Pay: \$44-50 per hour

Benefits: Flexible hours; remote work; paid time off

Member of the Utah State Bar in good standing required

Utah family law experience preferred

Timpanogos Legal Center is seeking an Executive Director to lead our growing team in providing free family law, protective order, and housing law legal services to Utahns.

We invite you to familiarize yourself with [our services](#) and with our mission: Timpanogos Legal Center empowers self-represented Utahns to realize safety and stability by providing legal support in family law, abuse, and housing matters.

**Deadline to Apply: September 14<sup>th</sup>, by midnight.**

## Job Responsibilities

### Set the Vision for the Organization

- TLC is known for innovative solutions to problems faced by low-income people and victims of abuse who cannot afford an attorney and are forced to go through the court system as a self-represented party.
- The ED sets the tone for innovation and looking for creative solutions.
- TLC tries to never turn a person away without giving them some referral or information.
- With the increasing demand for services, TLC has to be creative in finding solutions, using volunteers, and increasing funding to support more staff.

### Development

- The ED is responsible for securing adequate funding for the organization and ensuring it is spent appropriately and pursuant to the Board's approved budget.
- Understand and work with the Development Team (Development Director (DD), Grant Writer (GW), Founder & Special Consultant (FSC), and Board Members assigned to Development. Ensure they have the resources that are needed. Meet with them regularly.
- Meet regularly with the DD.
- Implement the Strategic Planning Development Plan (SPDP) using the Development Team.
- Coordinate with DD on "feel good stories" collected to share with Board, on website, at CLE events, and in reports to funders.
- Find potential large donors, using the Board and your connections.
- Initiate making contacts and setting meetings at least three times per month with potential donors.
- Coordinate with the DD on your role and assignments for the annual events (Pro Bono Celebration, Art Auction, Breakfast, CLE).
- Approve annual report created by the Development Director. Write a letter from the ED.

### Grants

- Learn and drive the grant process working with the grant writer (GW), TLC accounting specialist, and Development Director (DD).
- Work with our Grant Writer (GW), on formulating a yearly plan for grant submission to our 10 standard grant funders.
- Together with the accountant, create budgets for grant applications.
- Collaborate with GW to identify new sources of funding.
- Work with the accountant to complete the financial pages for the grants.

- Ensure accurate and consistent billing of the grants.
- Create a plan for raising additional funding (\$60,500 for 2025 and approximately \$325,000 for 2026) of income. Look for ways to increase grants from Businesses and Banks in addition to our current grants.
- Ensure there is compiled standard information for grants and that the new grant writer has access to those components.
- Edit and approve all grants.
- Ensure GW tracks when reports are due and the method of reporting to funders.
- Approve the reports sent to funders.
- Monitor news on funding levels for each grant source.
- Maintain relationships with funding providers.
- Know and understand the assurances connected with each grant. Document that you have read them by taking notes and asking questions to ensure compliance. Ensure that the Lead of the grant knows and understands those assurances as well.
- Work with the Administrative Director and the Executive Assistant in ensuring data is tracked appropriately and accurately for reporting.
- Respond to audit requests and participate in the meetings.
- Train the lead of each grant to know all of the particulars and to be the front person who responds to requests from the funder, and who asks questions when there are modifications.
- Ensure that revisions are made to federal grants in June and July.
- Ensure the necessary modifications to federal grants are made.

#### **Board Relations:**

- Prepare quarterly reports for the board.
- Set dates and send reminders for quarterly meetings.
- Work with the Board President to replace board members and keep the board vibrant and active.
- Budgeting: Prepare budgets for Board Approval. Ensure that money spent is approved by the board.
- Keep the board informed of TLC business.
- Involve board members in events and fundraising.
- Work with the Board President to get an onboarding process for new members with a list of expectations.
- Encourage the development of committees on the board so board members are actively involved.
- Thank outgoing board members.
- Keep President of the Board informed of issues.

#### **Strategic Planning:**

- Ensure that the Executive Leadership Team (ELT) conducts Strategic Planning at least once every five years.
- Ensure the Strategic Plan is adopted and supported by the Board.
- Meet with the ELT monthly to assess progress on the goals. Get reports and have discussions about changes or additions that need to be made to the plan.
- Report to the Board on progress on implementation of Strategic Plan goals.

#### **Administrative**

- Staff Meeting: prepare the agendas, set times to meet, arrange for training with partnering agencies, updates in legislation and caselaw, reviewing policies and procedures, and other issues.
- Time reports: oversee the review and approval of 1/3 of the timesheets. Ensure time reports are accurate and submitted timely. The Program Director and the Administrative Director complete the other portions and approve the requests for reimbursement.
- Support the Administrative Director: Renewals of the Charitable Permit, Business License, SAM registration, Zoom, X-change, Annual Report to State Auditor, Annual Report to Lt. Governor, trademark and websites; ensuring processing of payroll is correct; ensure we have Worker's Comp,

Malpractice, and General Liability insurance; preparation of taxes and compilation; ensuring protocols for handling of money.

- Accounting: Work with the TLC accounting specialist to get a monthly YTD report on the budget and coordinate with a Board member to verify QBs monthly; ensure the Administrative Director works with the Executive Assistant to finalize bookkeeping records for the month. Create credit card system with Wells Fargo for individual attorneys.
- Compliance: Ensure TLC complies with By-Laws and Article of Incorporation. *Note a file containing these documents is in Dropbox under Admin, Governing Documents.*
- Policies & Procedures: Ensures there is employee training on policies and procedures. Works with the Policies and Compliance Director to ensure that P&P are regularly updated and maintained and contains mandatory language required by funders.
- Hiring: Support the People & Projects Director in the hiring process and approve all new hires. Conduct an onboarding meeting with new employees. Ensure employees are onboarded properly through the Learning Management System (LMS) and that they have another TLC attorney assigned to them to mentor and train them.
- Employee satisfaction: Ensure employees have a yearly one-on-one with the ED or the Program Director. Handle employee issues and concerns. Confirm projected hours with employees to make sure they have a good balance. Adjust work responsibilities as necessary.
- Audits: TLC has an annual audit by an outside accounting firm. The Administrative Director takes the lead, but the ED should support the AD and will be responsible for answering questions and signing off on the audit. Federal grants are also audited. The ED is responsible for ensuring compliance with all grants and will need to participate in the audit using the assistance of the Leads on the grant and the Executive Assistant.
- Grant compliance: Work with the Grant Leads to ensure compliance with federal grant assurances.
- Deal with client complaints, staff concerns, and volunteer issues.

### **Executive Leadership Team (ELT)**

- Appoint staff members to serve as the Administrative Director, Program Director, People & Projects Director, and Policies & Compliance Director. That team together with the Executive Assistant make up the leadership of the organization.
- The ED uses the ELT to make decisions on programming, staffing, funding, and other issues.
- The ELT is core to implementing the Strategic Planning goals, and the ED leads the group in keeping the momentum going to accomplish those goals.
- Review surveys completed by clients and volunteers and set goals to improve performance.
- Meet monthly with ELT members to get reports and brainstorm issues.

### **Staff Support**

- Meet with staff on goals and responsibilities at least once a year. The Program Director also meets with each staff member once a year.
- Create an organizational chart so staff members know to whom they report.
- Support the P&P Director with Wellness events that are designed to promote the wellbeing of all staff.
- Orientation with new hires.
- Support the CLE Lead in planning at least six online CLE events per year.
- Support the Document Clinic Lead Attorney in creating standards and processes to ensure the clinic does not get bogged down.
- Work with Program Director in overseeing the creation and sustainability of all clinics in the state.
- Ensure that we get feedback on the quality of our services.

### **Miscellaneous**

- Be the spokesperson for the programs.
- Recruit and mentor volunteer attorneys and law students.
- Training: Attend training and CLE events to maintain highest professional standards.

- Respond to email timely.

**Committee assignments will be determined**

**The New ED will most likely provide some direct services to clients through the hotline, advice clinics, or document clinic.**

## **How to Apply**

To apply, please send a cover letter, resume, responses to the questions below, and contact information for three references. In your cover letter, please describe what you will bring to the Timpanogos Legal Center team and three reasons why you are the right person for this job.

**Send your cover letter, resume, and references to: Julene Curtis, Executive Assistant,  
Julene@timplegal.org**

Important: In the subject line please type “Executive Director Application for \_full name\_”

*Note: We serve clients across Utah. The applicant may live anywhere in Utah.*

*All applicants, employees, and program participants shall be treated equally regardless of race, color, sex, pregnancy or pregnancy-related conditions, age (40 and over), religion, national origin, or disability.*