**Executive Director Civil Legal Services Organization**

**Senior Citizens Law Office, Inc. (SCLO)** is a nonprofit civil legal services provider based in Albuquerque, New Mexico, and funded in part by the City of Albuquerque’s Area Agency on Aging and New Mexico’s Civil Legal Services and Access to Justice Commissions, and other sources. SCLO provides free civil legal assistance to low income senior citizens in Bernalillo, Sandoval, Torrance, and Valencia Counties. SCLO has an annual budget of $900k, a staff of 17 employees, and reaches an estimated 3000 senior citizens each year.   
  
SCLO prides itself in aggressively addressing the legal needs of its clients through litigation, administrative hearings and appeals, legislative advoca**cy,** and individual casework. We also provide extensive outreach and education throughout Central New Mexico. Our priorities include: income/public benefits, health and long-term care, housing (including mortgage foreclosure defense), protective services, advance directives, financial exploitation, consumer protection, and driver’s license/real ID.  
  
**Principal Duties and Responsibilities:** The executive director is a fulltime position responsible for the overall supervision and management of SCLO, including:

* Oversight of the program's case priorities, legal work, and systemic advocacy;
* Attorney recruitment and supervision;
* Community/public relations, including: liaison with local and state bar associations and the local and national legal services community;
* Personnel and financial management;
* Grant writing, compliance, and reporting;
* Assist in fund raising and development; and
* Liaison with board of directors.

**Other Duties:** The executive director reports to the board of directors and may be assigned other duties by the board from time to time.  
 **Competencies Required:**

* Understand the complexity of a civil legal services organization and a strong commitment to providing high quality legal services to clients and systemic advocacy through litigation, administrative advocacy and legislative advocacy;
* Vision of the challenges facing legal aid services and our client population in the future, and the ability to communicate that vision to staff, board members, and the community;
* Significant program/legal management and administration experience;
* Ability to maintain a positive and strong organizational culture that attracts and retains creative, competent and committed staff;
* Demonstrated ability to lead an organization through change and growth;
* Communicate orally and in writing in a clear and concise manner and work harmoniously with others; and
* Knowledge of judicial, administrative, and social service systems.

**Basic Qualifications:**

* Juris doctorate and license or eligibility to practice law in New Mexico;
* Minimum five years of practice in elder law, legal service/poverty law, civil rights or other relevant substantive experience;
* Minimum five years of experience in non-profit management with knowledge and proven experience in state, federal, and private fundraising, program development, proposal writing, fiscal management, and personnel management; and
* Applicants must be able to communicate both orally and in writing in a clear and concise manner and work harmoniously with others.

**How to Apply:**

Applications should be emailed to [careers@sclonm.org](mailto:careers@sclonm.org) and must include a cover letter, current resume, writing sample, and three references. No phone calls please.

**Submission Deadline:**

Until filled.

SCLO is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

EOE/m/f/d/v