



JOB ANNOUNCEMENT DIRECTOR OF LEGAL SERVICES

For financially vulnerable families in crisis, LevittQuinn Family Law Center is the leading provider of legal services and support delivering timely, accessible, and innovative family law services. Our team of dedicated lawyers, legal assistants, and volunteers stabilize families every day, securing orders about custody and support, and facilitating adoption of children in need of a safe and permanent home.

LevittQuinn is hiring a Director of Legal Services to oversee this work.

The Director of Legal Services is a key member of the executive team. Essential duties include:

- Oversees the legal work at LevittQuinn, including direct supervision of the staff attorneys, fellows, and support staff;
- Lead on hiring, training, mentoring, and inspiring the legal team;
- Oversees and manages contracts as appropriate;
- Collaborates with the Executive Director on resource and partner development activities including events and grant writing and reporting as needed;
- Oversees the volunteer and pro bono placement program;
- Works with the Executive Director to plan and monitor resource allocation across the organization;
- Manages existing projects and programs while directing the development of new projects and collaborations that advance LevittQuinn's mission and vision;
- Leads continuous quality control oversight and improvement to ensure staff and volunteers provide competent, responsive, and meaningful legal services;
- Maintains and cultivates strong working relationships with other legal services programs, community partners, LevittQuinn's Board of Directors, and other stakeholders.

Qualifications:

- Active member in good standing with the California State Bar with a minimum of 10 years of direct legal experience that includes family law litigation and a minimum of five years of legal services management experience. Adoption and probate guardianship experience is a plus;
- Strong project management, time management, and problem solving skills;
- Excellent written and verbal communication skills;
- Demonstrated collaborative work style and ability to thrive in a small high volume office;
- Strong technology and software skills, including Microsoft 365 and Adobe. Experience using Clio and Essential Forms is a plus.
- Detail-oriented, self-motivated person with a strong work ethic who is committed to their own and their team's professional growth and leadership development.

Compensation: This is a full-time, exempt hybrid position. \$115,500 to \$139,500 per year depending on experience. Generous benefits package.

Applications: Send 1) a resume, 2) a cover letter explaining your interest in the position, and 3) three (3) professional references who have direct knowledge of your qualifications to management@levittquinn.org. Write "Director of Legal Services" in the subject line of your email.

Deadline: We will consider applications from qualified individuals until we fill the position.