



LevittQuinn Family Law Center Seeks an Executive Director

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, facilitating adoption of children in need of a safe and permanent home, and protecting critical parental rights.

LevittQuinn Family Law Center seeks an Executive Director to lead this work.

Our next Executive Director will enjoy the dual opportunities of building upon LevittQuinn's strengths and accomplishments, while also creating new and expanded resources for advocacy. The Executive Director will hold the organization accountable to its mission, Board, clients and donors.

Essential Responsibilities:

Developing the resources necessary to meet the needs of LevittQuinn by

- Raising funds necessary to meet budget;
- Working closely with the Board to enhance fundraising capacity;
- Developing relationships to secure additional public and private financial support; and
- Acting as ambassador to community stakeholders and develop relationships that will further the mission of protecting children and standing with family members in crisis.

Directing all aspects of a high volume, 501(c) (3) Family Law Center by

- Securing the organization's stability through sound financial planning and management;
- Ensuring the firm continues to provide high quality legal assistance;
- Recruiting and retaining high-quality staff;
- Articulating a clear strategic vision; and always
- Placing the best interests of clients at the forefront of all decisions.

Qualifications:

- Have a proven ability to raise money to support a charitable organization;
- Be a licensed attorney in good standing;
- Possess the ability to forge alliances and facilitate cooperation among several entities;

- Demonstrate a history of successfully managing a professional staff;
- Demonstrate a track record of securing major gifts;
- Possess a proven ability to build new relationships and shepherd existing financial supporters;
- Exhibit excellent communication skills and the ability to inspire the trust and confidence of the organization, public, and client communities; and
- Possess an entrepreneurial spirit and proven commitment to public interest work.

Organizational Relationships:

- Reports to the Board of Directors
- Directly supervises the Director of Legal Services and the Supervising Attorney

APPLICATION PROCESS

Screening of applicants begins immediately and will continue until the time of selection. To receive full consideration, you are encouraged to submit your application materials by July 24, 2026. Please submit a letter expressing your interest in the position, your qualifications for the job, and what you hope to contribute to the organization's future. Please include a resume and the names and contact information for at least three professional references who have direct knowledge of your qualifications. We aim to make a final decision in the fall of 2026.

Materials should be emailed to ckronenberg@stblaw.com.

Salary depends on experience based on a competitive public interest salary scale. Benefits include excellent health insurance, life and disability insurance, and a generous leave policy.

About LevittQuinn Family Law Center: Levitt & Quinn Family Law Center, Inc. (dba LevittQuinn Family Law Center) is a unique, private, non-profit family law firm. We offer free and sliding scale limited-scope services for the full range of family law issues. We offer legal assistance for those whose matters are within the jurisdiction of the Los Angeles Superior Court, regardless of where they live. LevittQuinn's attorneys practice in key areas of family law, including adoption, child and spousal support, custody, visitation, domestic abuse, divorce, paternity, and now probate guardianship. Each year, LevittQuinn receives thousands of inquiries, gives responsive services to more than 1,900 families, and impacts the lives of over 2,800 children. Our attorneys make hundreds of court appearances on behalf of financially vulnerable families throughout the Los Angeles County Superior Court system, the largest trial court in the nation. We prioritize cases where a critical right is at risk. We provide services in our Historic Filipinotown office, as well as in community and remote clinics throughout Los Angeles County.

The Board of Directors: The Board effectively governs the organization while allowing staff to manage the day-to-day operations. The Board takes seriously its governance obligations and fundraising duties. The Board's membership includes leading civil and family law attorneys as well as retired Supervising Judges.

The Leadership Team: The Leadership team includes Director of Legal Services and Supervising Attorney.

The Staff: The staff is diverse and consists of two Staff Attorneys, a Post-JD Fellow, an Equal Justice Works Fellow, three Legal Assistants, a Development Associate, and a Coordinator.