

# Memphis Area Legal Services Seeks New Executive Director

## **Position Description:**

Memphis Area Legal Services (MALS) seeks an Executive Director to lead this non-profit organization in its mission to secure justice and protect the rights of low-income families in the western Tennessee counties of Shelby, Fayette, Tipton, and Lauderdale who are unable to pay for legal services in civil matters. MALS provides high quality legal representation and counsel to individuals and families facing critical, sometimes life-threatening, situations such as domestic violence, mortgage foreclosure, eviction or homelessness, wrongful denial of health care, food stamps, unemployment compensation, consumer fraud, and predatory lending. MALS also focuses on the special challenges and needs of children, the elderly, and veterans.

The Executive Director will lead a strong, client-centered law firm with an experienced and dedicated staff of 20 attorneys and 20 support staff located in offices in Memphis and Covington. The Executive Director will bring leadership, administrative, and litigation experience and vision to build on MALS's extensive collaborative relationships with the courts, state and local bar associations, and other legal and social service providers. MALS has an annual budget of approximately \$4 million with funding from the Legal Services Corporation, as well as various federal, state, and local sources of grant funding and private donations.

## **Roles and Responsibilities of the Executive Director:**

- Serve as the public face of MALS in its relationships with clients, funders, bar associations, courts, other legal providers, human services organizations, private donors and businesses.
- Facilitate communication and collaboration within MALS's Board, offices, and staff.

- Foster a culture that respects the diversity of its clients, staff, and board and promotes mutual respect, equity, inclusion, and teamwork.
- Lead MALS's fundraising efforts and work with its Board and development team to support and expand MALS's fundraising.
- Oversee MALS's operational and fiscal systems to ensure that MALS fulfills its obligations and responsibilities under its multiple grants and contracts and complies with all applicable requirements and regulations.
- Perform significant management duties including supervising and mentoring of staff, promoting skills development, and developing strategies to effectively address personnel and resource allocation issues.
- Develop and implement technological innovations that improve the effectiveness of service delivery and administration and that promote access to MALS's services by the client community.
- Collaborate with other legal aid and legal services programs in the state in the coordination of the delivery of services to clients.

### **Requirements:**

- J.D. and licensed attorney
- Knowledge and understanding of issues that impact low income persons and commitment to the legal rights of low income and other vulnerable individuals.
- At least seven years of management experience, preferably in a legal aid organization, including supervision of staff, financial management, budget development, compliance with grant and contract requirements, and grant reporting.
- Experience in resource development including grant writing and fundraising.
- Outstanding written and verbal communication skills.

### **To apply:**

- It is the intention of MALS to complete the search and hiring process by April 20, 2024, so a strict timeline will be observed.
- Deadline to apply: COB March 30, 2024
- Applications for the position should include a cover letter, detailing the candidate's qualifications for the position, a resume, a writing sample, contact

information for three professional references, and salary requirements.

- Applications should be e-mailed to: [HR@malsi.org](mailto:HR@malsi.org) in Word or PDF format.
- Inquiries regarding this position may also be directed to [HR@malsi.org](mailto:HR@malsi.org)

**Notes:**

Equal Opportunity Employer

**Salary range:**

Please submit your requirements

**Submission deadline:**

**March 30, 2024**

Last updated on February 20, 2024.

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