

FULL-TIME DEPUTY DIRECTOR MID-MINNESOTA LEGAL AID

Mid-Minnesota Legal Aid (MMLA) is seeking a dynamic leader to be a full-time Deputy Director to oversee the ongoing operations of MMLA's Minneapolis office. This position will be a member of the executive leadership team, reporting to the Executive Director. This is a hybrid position that requires two days in the office per week. It is expected the applicant will start soon after an offer is extended.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

BACKGROUND: MMLA's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. MMLA provides civil legal representation to clients with low incomes and seniors in 21 counties in central Minnesota, and to people with disabilities throughout the state. MMLA receives funding from a variety of public and private sources and enjoys strong support from the organized bar. This position supervises work in Hennepin and Anoka counties.

RESPONSIBILITIES: MMLA requires someone with the experience and maturity to work closely with the Executive Director and key staff on strategy, policy, problem-solving, and decision-making. This position will be responsible for planning, organizing, directing, and controlling the day-to-day operations of the Minneapolis Office, and for directing the implementation of MMLA's policies in that office. The person hired for this position will work closely with the Executive Director and key staff on three primary areas of responsibility: [1] legal work management and supervision; [2] administrative, financial, and governance management duties; and [3] external relations. Basic duties in these areas include the following:

- Apply the principles of MMLA's Racial Justice Statement in all interactions.
- Overall management of the Minneapolis Office which comprises 75+ staff members.
- Direct supervision of 9 supervisors comprising attorney and non-attorney staff in the following units: benefits, consumer, family and youth law, housing, immigration, intake, pro bono, senior law, and support staff.
- Handling of client grievances pursuant to MMLA's policies.
- Systems management and process refinement to ensure matters are handed appropriately so that client needs are met, legal ethical requirements are met, and clients receive excellent service.
- Oversight of Minneapolis unit budget, including but not limited to: oversight of grant budgets, current and future staffing allocations, and budget forecasting.
- Provide thought partnership and leadership with executive leadership, supervisors and staff in policies, work planning, grants and fiscal management, administration and any other items as necessary.
- Manage and provide leadership and thought partnership on employee matters, including but not limited to: onboarding, professional development, performance reviews, performance issues, accommodation requests.
- Manage grantor relationships, needs and expectations.

- Create, manage, and maintain relationships with the federal and state bench, local and national groups, and the private bar through participation in professional associations, committees, working groups, and boards.

QUALIFICATIONS

Minimum Qualifications:

- Applicants must be in good standing and licensed to practice law in Minnesota.
- 7 years of legal practice experience in a law firm, government agency, non-profit or equivalent.
- 6+ years direct leadership/supervisory experience of greater than four or more people at one time with demonstrated experience coaching, mentoring, and providing development opportunities.
- Oral and written communication skills.
- Demonstrated successful experience with conflict resolution and analysis (problem assessment, solution generation) using consultation and influencing skills.
- Ability to create and foster partnerships and cross collaborations within MMLA and externally.
- 3+ years grants management experience.
- 3+ years direct budget management experience.
- Experience with diverse economic, social, or cultural communities.
- A collaborative team member with solid organizational and execution capabilities and the ability to work well under tight time frames with shifting priorities and strong attention to detail.
- Proficiency using Microsoft Office and Teams.

Preferred Qualifications:

- Proficiency or fluency in a second language, preferably Arabic, Hmong, Oromo, Somali, or Spanish.
- Experience working in the areas of social justice, economic justice, and racial justice.
- Experience working in a nonprofit environment.

SALARY: \$71,172 to \$97,293 per year, depending on experience, plus benefits. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

APPLICATIONS: Submit resume, and an optional cover letter, and three job-related references online at apply@mylegalaid.org

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Ann Cofell at acofell@mylegalaid.org.

Please direct all other inquiries to hiring@mylegalaid.org.

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.