



EXECUTIVE DIRECTOR
Washington, D.C.

About The Washington Legal Clinic for the Homeless

The Washington Legal Clinic for the Homeless (Legal Clinic) envisions a just and inclusive community for all residents of the District of Columbia, where housing is a human right and where every resident has access to the resources they need to thrive.

The Legal Clinic's mission is to use the law to make justice a reality for neighbors experiencing homelessness and poverty...combining legal representation, systemic reform, policy and budget advocacy, and community engagement to achieve housing justice for DC's lowest-income residents.

The Legal Clinic's Goals

Closing the justice gap by making lawyers available to assist and/or represent unhoused and at-risk community members who are dealing with DC's regulatory and judicial systems related to housing and homelessness.

Promoting the human right to housing in multiple ways, including by preventing displacement, protecting and improving subsidized housing, advocating for expansion of deeply affordable housing opportunities, challenging discrimination and other barriers that decrease access to housing, protecting the rights of residents throughout the homeless services continuum in DC, and in the long run, by securing an enforceable right to housing in DC.

Advancing community power by supporting community members in accessing information and building power to influence government decision-making.

The Legal Clinic's Current Strategies

The Legal Clinic uses a combination of direct representation, systemic advocacy (impact litigation, agency reform efforts, and policy and budget advocacy), client education and civic engagement to achieve housing justice for our clients. Its strategies include:

Direct representation – Legal Clinic staff and volunteer attorneys represent individual clients, with a primary focus on accessing shelter and permanent housing.

Systemic advocacy – The Legal Clinic undertakes policy, legislative, and budget advocacy to improve, expand access to, and increase funding for, emergency shelter and deeply affordable housing, as well as fighting against the criminalization of homelessness and poverty. In much of its advocacy, the Legal Clinic partners with other legal service providers and community organizations, uniquely bringing to that collaborative work a legal perspective on issues that impact DC's extremely low-income residents and a deep knowledge of laws governing housing and homeless services.

Community education and engagement – The Legal Clinic is committed to ensuring that unhoused community members are aware of their rights, have the training and support needed to participate in the public discourse that impacts their lives, and have the ability and space to develop their own advocacy goals.

About the Position

The executive director is the chief executive officer of the organization, charged by the Board of Directors with: fulfilling the Legal Clinic's mission; maintaining its commitment to housing and racial justice; and managing the organization towards those ends.

The line item for the Executive Director's salary in the Legal Clinic's current budget is \$170,000 per year.



Duties and areas of responsibility

Strategy and mission

- Collaborates with staff in the development and implementation of policies and practices regarding provision of direct legal services
- Collaborates with staff in the development of advocacy priorities, positions, and strategies
- Collaborates with staff in the development of community engagement priorities and initiatives
- Collaborates with the staff to ensure that the provision of legal services remains low-barrier and accessible to the client community

- Collaborates with the staff to advocate for protection and advancement of the legal rights and autonomy of low-income DC residents and for non-punitive, dignified, and client-directed solutions to homelessness

Communications and relationships

- Sets, in collaboration with staff, an overall communications strategy to advance the Legal Clinic's mission and support its fundraising activities
- Forges and maintains relationships with Legal Clinic partners, including:
 - ⇒ donors (foundations, law firms, corporations, and individuals)
 - ⇒ pro bono law firms
 - ⇒ legal services and advocacy organizations
 - ⇒ elected and appointed government officials
- Collaborates with the staff to identify the best spokespersons for the strategic goals and initiatives of the Legal Clinic within the broader community

Principles and commitments

- Ensures that the Legal Clinic maintains its commitment to racial justice, diversity, equity and inclusion

Human resources

- Supports staff in achieving the goals and priorities of their positions
- Manages staff recruitment, hiring, performance support, and termination as necessary
- Sets and manages salaries and benefits

Financial management & compliance

- Oversees preparation of the annual budget for board review and approval
- Approves organizational expenditures
- Reviews monthly financial statements and relevant banking information
- Engages with auditors with regard to annual audit
- Ensures the Legal Clinic's compliance with relevant non-profit laws and regulations

Fundraising

In collaboration with the Director of Communications and Development:

- Identifies and reaches out to foundations
- Coordinates and advances fundraising proposals and reports
- Initiates direct fundraising efforts targeting the DC legal community, corporate organizations, and individual donors

Board collaboration

- Recruits and trains new board members in collaboration with current members
- Supports board and committee meetings
- Briefs the board on substantive activities, financial developments, and fundraising efforts of the organization

Candidate qualifications

To be considered for this position, applicants must be in possession of the following:

- JD degree
- Active membership in the DC Bar or ability to waive into the DC Bar
- Demonstrated commitment to and experience with legal issues and advocacy relevant to those struggling with homelessness or near homelessness
- Experience engaging with impacted communities and commitment to doing so
- Demonstrated commitment to racial justice and sensitivity to issues of diversity, equity and inclusion

The following attributes are desirable:

- Prior nonprofit leadership experience
- Demonstrated fundraising experience
- Familiarity with DC non-profit and philanthropic community and DC government/politics

TO APPLY

The Washington Legal Clinic for the Homeless is partnering with POLIHIRE to find its next Executive Director. If you are interested in and prepared for this opportunity, please submit a cover letter outlining your qualifications and your resume to WLCH_ED@polihire.com.

Please include only your name (Last, First) in the subject line when submitting these materials.

Note: Candidates who advance through the process should be prepared to provide references from a supervisor, a peer, and a direct report.