

Executive Director

The Executive Director provides leadership and overall management in carrying out the mission of Children's Law Center of Minnesota (CLC). The Executive Director is responsible for overseeing the administration, programs, and the strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

Mission: Children's Law Center of Minnesota promotes and protects the legal rights and well-being of children and youth through legal advocacy, educational outreach, and policy reform. CLC's staff and volunteers provide direct representation of children and youth, primarily in the child welfare system, and advocate for changes in the systems that affect their lives. CLC believes every young person deserves to be heard, supported, and empowered to shape their own future.

Combining strong management and leadership skills with dedication to and advocacy for CLC's mission, CLC's Executive Director makes a meaningful difference in the lives of Minnesota's most vulnerable children.

GENERAL RESPONSIBILITIES:

1. **Board Governance:** Work with the Board to fulfill the organization's mission, as defined by the Board of Directors. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board and its committees to function properly and make informed decisions.
2. **Financial Performance and Viability:** Develop resources sufficient to ensure the financial health of the organization, including managing CLC's Development Director, supporting Board fundraising activities, and otherwise actively seeking financial support for CLC. Responsible for the fiscal integrity of CLC, including submission to the Board of a proposed annual budget and monthly financial statements, with information that accurately reflects the financial condition of the organization. Responsible for fiscal management that generally anticipates operating within the approved budget, ensure maximum resource utilization, and ongoing operation of the organization in a positive financial position. Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization (except official documents requiring signatures of Board officers). Responsible for managing accounting staff and implementing annual audit.
3. **Organization Mission and Strategy:** Work with Board and staff to ensure that the organization's mission is fulfilled through programs, strategic planning, and community outreach. Responsible for strategic planning and implementation to ensure that CLC can successfully fulfill its mission into the future. Responsible for the enhancement of CLC's brand/image by being active and visible in the community and by working closely with other professional, civic, and private organizations. Lead and actively participate in CLC's ongoing diversity, equity, and inclusion initiatives, consistent with the law.

4. **Organization Operations:** Oversee and implement CLC operations. Responsible for the recruitment, employment, and release of all personnel, both paid and volunteers. Responsible for managing payroll and benefits for employees and ensuring that sound human resource practices are in place and complied with. Oversee and manage all staff and maintain a climate that attracts, retains, and motivates a diverse, qualified, and high-performing staff supporting CLC's mission.
5. **Community Engagement:** Responsible for fundraising and developing other resources necessary to support CLC's mission and serves as a key voice for CLC in the legal and broader community. Responsibilities include managing grant application and reporting management process; meeting with foundations and CLC's primary law firm donors to promote donor retention; and speaking at community, law firm and bar association meetings and forums to introduce and promote CLC's mission, work, and needs. Oversee implementation of all CLC communications and fundraising efforts. Advocate for CLC with governmental bodies, courts, community groups, law firms, media, and other child advocacy groups.
6. **Program and Volunteer Attorney Management:** Plan, implement, and provide leadership for CLC's programs and future growth and maintain ultimate responsibility for the successful delivery of CLC's life-changing client services. Responsibilities include working with Managing Attorney to oversee case management and volunteer appointments and with Youth Resource Manager to oversee client connections and needs, as well as building and developing a network of well-trained volunteer attorneys.

Qualifications and Attributes:

- Passion for, and commitment to, CLC's mission.
- Law degree required.
- Ideal qualifications include a minimum of eight years in executive or management experience at a respected nonprofit or public institution and a bachelor's degree in a related field.
- Exceptional leadership and communication skills, including a proven history in leading and growing organizations and communicating with key stakeholders.
- Possesses working knowledge of the legal, fiscal, and regulatory environment in which a nonprofit operates.
- Knowledgeable about and experienced in finance, budget development, and fundraising principles, including major gift cultivation.
- Strategic thinker who can also plan and execute short-term and long-term objectives and create action plans that yield results.
- Has personal ethics and integrity that reflect positively on CLC's mission and the organization, is a passionate and convincing advocate for CLC's mission and is involved and respected in the nonprofit community.
- Committed to championing diversity, equity, and inclusion, as allowed by law.

- Demonstrated ability to lead, supervise, empower a team, and build relationships with diverse perspectives.
- Ability to establish, foster and maintain effective long-term working relationships with the Board, staff, volunteers, the community at large, local law firms and corporations, local City and State government, and community service agencies.
- Ability to attend meetings and events in-person, consistent with CLC's business needs or as directed by the Board.

Equal Opportunity Employer: CLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.

CLC serves a diverse group of children and youth. It recognizes the historically inequitable nature of the child welfare system and many other systems that its clients navigate on a daily basis. CLC is committed to working to amplify our clients' voices through consistent and intentional engagement in DEI work and through fostering an awareness of diverse cultural and community backgrounds and understandings throughout all levels of CLC's organization. CLC is dedicated to being strong and empathetic advocates for the group of children and youth it serves, and provides equal opportunity to all classes protected by applicable law in all levels of staff and governance.

TO APPLY: Email cover letter, resume, a writing sample, and references to info@clcmn.org.

DEADLINE: Applications received by December 10, 2025, will receive first consideration.

SALARY RANGE: \$115,000-\$133,000