

## **Deputy Director**

The Pennsylvania Legal Aid Network (PLAN, Inc.) is currently seeking a full-time Deputy Director to join our dedicated team. This is a new position and will be a key leadership role that works with the Executive Director to ensure that the Network runs as efficiently and effectively as possible for the Commonwealth's low-income individuals and families.

PLAN, Inc. is headquartered in Harrisburg, PA. Some staff work remotely and others work hybrid. This is a hybrid position which can be based anywhere in Pennsylvania, with weekly travel to Harrisburg and/or other locations in Pennsylvania required.

## **About PLAN, Inc.**

The Pennsylvania Legal Aid Network, Inc. is dedicated to ensuring equal access to justice for low-income Pennsylvanians. As the strategic leader and coordinator for eight independent regional legal aid programs and six specialized legal aid programs, PLAN, Inc. makes the delivery of free legal services possible across the state. PLAN Inc.'s vision is to create a society where every low-income individual and family in Pennsylvania can access the full spectrum of civil legal services and remedies.

Through a client-centered approach, PLAN, Inc. supports a compassionate and coordinated legal aid delivery system. This system offers essential legal information, advice, and representation on critical issues affecting basic needs, including food, shelter, employment, consumer issues, healthcare, and family safety.

PLAN, Inc. administers funding from major governmental sources to support the network of legal aid programs.

Beyond funding administration, PLAN, Inc. provides several direct services and programs. It supports and facilitates the Martin Luther King, Jr. Internship and Fellowship programs, which financially support summer law internships and post-graduate fellowships. PLAN, Inc. also delivers a comprehensive range of training for the staff of all PLAN, Inc. programs, other public interest lawyers, pro bono attorneys, and others. Additionally, PLAN, Inc. maintains a website aimed at providing plain-language legal information to the general public, assists member programs with resource development and communications, and hosts an annual Excellence Awards to celebrate the outstanding achievements of legal aid staff and supporters of access to justice.

PLAN, Inc. is governed by an engaged board of directors, which includes clients, lawyers appointed by the Pennsylvania Bar Association, appointed Project Directors, and other community members.

## Position Description

Reporting to the Executive Director, the Deputy Director is responsible for leading and enhancing the internal organizational functions and infrastructure necessary for PLAN, Inc.'s continued success and growth. The ideal candidate should be able to think both broadly and strategically about PLAN, Inc.'s current role and future work. They also need to be detail oriented and organized about how to make our vision a reality. The Deputy Director will collaborate with other PLAN, Inc., leadership to promote and sustain the highest standards of practice, accountability, and execution of PLAN, Inc.'s strategic plan. The Deputy Director will collaborate with the Executive Director, Director of Grants and Compliance, Director of Finance, Director of Technology and Data, Compliance Consultant, and others to ensure the development and implementation of internal systems to support PLAN, Inc.'s work, special grants, and the legal aid network as a whole. This position will also work to ensure that our infrastructure, systems, internal culture, and policies reflect our values while also managing our complexity. This includes continuing to build an organizational culture that elevates personal and professional growth and inclusion and fosters meaningful participation of client communities in our work.

## Responsibilities

The Deputy Director may not perform all these functions at any given time, but must be appropriately skilled and trained to handle a diverse and evolving set of roles and functions within the program.

### Program Operational Leadership:

- Provide effective and inspiring leadership through active engagement in all programs and services, and be prepared to assume the responsibility for day-to-day program operations in the absence of the Executive Director.
- Lead from a place of continuous organizational learning and quality improvement, focusing on systems/process improvement.
- Be a strategic collaborator and thought partner to the Executive Director and Leadership Team.
- Directly supervise the directors and managers responsible for operations, human resources/people, training, and communications and be accountable for the success of the work in these areas.
- Operations: Oversee internal operations at PLAN, Inc.
  - Supports the Director of Technology and Data in strategizing and implementing creative uses of technology to enable the Network to serve its clients more efficiently and effectively.
  - Serves as the primary contact for an outsourced HR vendor.
  - Oversees management of PLAN, Inc.'s physical headquarters in Harrisburg.
  - Oversees management of the communications team, including the redevelopment of all the PLAN, Inc. managed websites.
- Communications

- Support Communications staff as they:
  - Manage the three PLAN, Inc. websites: PALegalAid.net, PALawHELP.org and PAprobono.net;
  - Coordinate communications for PLAN, Inc. and for the Network;
  - Plan the annual Excellence Awards event to celebrate the outstanding achievements of legal aid staff and supporters of access to justice; and
  - Provide communications support for other functions across the organization, such as training.
- Training and Professional Development:
  - Lead and coordinate training for PLAN, Inc. staff, including, identifying training needs, developing and evaluating annual training programs for staff, and monitoring the preparation of training materials and presentations.
  - Oversee the Network training programming.
  - Oversee the Martin Luther King, Jr. Internship and Fellowship Programs.

Advocacy Leadership:

- Serve as the primary point person for all requests related to substantive advocacy.
- Maintain and apply a working knowledge of significant developments and trends in legal services at the local, state, and national levels.
- Keep abreast of legal trends and needs among the client community to provide advocacy leadership when needed on substantive areas including family, housing, landlord/tenant, employment, consumer, public benefits, immigration and bankruptcy law, and professional responsibility.

Network Leadership Development:

- Center client voices to ensure they resonate at every level, listening to and understanding their needs, then advocating passionately for them.
- Support the management and growth of existing client-led entities.
- Serve as the primary internal leader responsible for the ongoing growth and development of client leaders from diverse communities throughout the Commonwealth, as guided by existing leadership.

Requirements:

- Juris Doctorate degree and admitted to practice law in Pennsylvania.
- Minimum of 10 years of legal work experience, preferably in legal aid.
- Minimum 5 years of experience in non-profit management.
- At least one year of experience working with governing bodies, including boards of directors, advisory committees, volunteers and commissions.
- Demonstrated commitment to working with low-income communities to affect meaningful change, and passion for the delivery of legal aid in both urban and rural settings.

- Possess knowledge of Pennsylvania's legal aid system and its political dynamics, strategically using that knowledge to empower low-income Pennsylvanians.
- Demonstrated leadership success, including an ability to mediate, coordinate and facilitate diverse groups to achieve common goals and objectives.
- Familiarity with federal and state grant compliance and reporting a plus.
- Experience with strategic planning, organizational analysis and team building.
- Demonstrated ability and desire to work across differences with people from a wide variety of professional backgrounds and experiences.
- Highly proficient and knowledgeable in the use of computer software and tools (e.g., Microsoft Suite, LegalServer).
- Excellent written and oral communication and negotiating skills; ability to summarize data and information for internal and external use.
- A high level of independence and good judgment.
- Strong organizational, project, and time management skills.
- A champion of culturally competent leadership, fostering an inclusive and equitable workplace environment that embodies the values of justice statewide.
- Self-aware, with high emotional intelligence. Brings vision, integrity, courage, creativity, energy, humor, and compassion to high-intensity work, fostering an inclusive and supportive work environment.

This position requires the ability to travel throughout Pennsylvania, attend meetings and events, and perform work in both remote and office environments. Reasonable accommodations will be provided in accordance with applicable law.

**Salary and Benefits:** The minimum salary for this position is \$150,000, and the ultimate salary offer will be based on experience and qualifications. PLAN, Inc. offers generous benefits including:

- Medical, dental and vision insurance coverage
- Retirement plan with employer contribution
- Life insurance and short and long-term disability coverage
- Generous leave time

**Application Process:** Applications will be accepted until the position is filled. Applicant should email a resume, a letter of interest, and three professional references to [hr@palegalaid.net](mailto:hr@palegalaid.net).

**Nondiscrimination:** We are proud to foster a supportive work environment where you can grow both personally and professionally. PLAN, Inc. does not discriminate in the selection of employees on the basis of race, color, religion, gender, sexual orientation, sexual identity, genetics, age, national origin, disability, or veteran status. In addition to federal law requirements, PLAN, Inc. complies with all applicable state and local laws governing nondiscrimination in employment.

Employment with PLAN, Inc. is at-will and may be terminated by either the employee or PLAN, Inc. at any time, with or without cause or notice, subject to applicable law.