

Pennsylvania Institutional Law Project

The Cast Iron Building
718 Arch Street, Suite 304 South
Philadelphia, PA 19106

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

ABOUT THE ORGANIZATION

The Pennsylvania Institutional Law Project's (PILP) mission is to ensure equal access to justice for indigent incarcerated and institutionalized people in Pennsylvania whose constitutional and other rights are being violated. PILP aims to accomplish this through high quality legal representation, legal assistance, advocacy, and information and referrals. PILP provides valuable individual representation for those in greatest need, but also engages in zealous advocacy through class actions and impact litigation with the goal of creating broader systemic change for those who are incarcerated and institutionalized.

PILP was established in 1981 and incorporated as a nonprofit organization with a Board of Directors in 1995, while remaining part of the Pennsylvania Legal Aid Network's legal aid programs. With offices in Philadelphia, Pittsburgh and Lewisburg, PILP receives approximately 15,000 inquiries and handles nearly 750 cases each year.

ABOUT THE POSITION

PILP is seeking a strong, far-sighted, full-time Executive Director, with a passion for representing those incarcerated or institutionalized individuals whose rights have been violated. The Executive Director will act as the organization's chief executive, leader of PILP's fundraising efforts, external advocate, and team leader, and will oversee PILP's continued growth as a statewide organization. Reporting to the Board of Directors, the Executive Director will manage the organization's three statewide offices and ensure PILP delivers high quality and effective legal services to those whose rights have been violated.

RESPONSIBILITIES

Promotes the mission of PILP to ensure equal access to justice for indigent incarcerated and institutionalized people in Pennsylvania whose constitutional and other rights are being violated.

Engages in public education, advocacy, *amicus* efforts, and legislative reform efforts on issues that relate to the criminal justice system, especially in areas impacting those who are incarcerated or institutionalized.

Oversees all aspects of PILP, including operations, personnel, marketing, financial management, development, compliance, and litigation.

Responsible for PILP's strategic direction and sustainability and serves as the organization's primary spokesperson.

Chief liaison with the Board of Directors; oversees and works closely with Board committees.

Leads the organization in development, fundraising, and resource development, through ensuring compliance with current contracts and grants such as with the Pennsylvania Legal Aid Network (PLAN), grant applications, fundraising events, engaging and leading efforts to conduct personal solicitations of new and existing donors, management of strategic lawyering to seek attorneys' fees when available, and ensuring PILP's presence at public relations events.

Develops and maintains an effective communications program to enhance PILP's profile and its work, such as through its annual report, website, outreach to print and traditional media, and presence on social media.

Leads and manages the staff, by building a team environment, encouraging professional development of staff, and ensuring supervision and support of staff, and leads efforts in staff hiring with an emphasis on diversity.

Qualifications

Qualified candidates will possess a Law Degree; admission to the Pennsylvania Bar preferred.

A minimum of five to ten years of experience in civil legal aid is preferred.

Successful experience managing a non-profit organization, or a similar project, or equivalent experience managing a unit of a larger organization.

Excellent skills in written and oral communication and research skills using both web-based and published materials.

Must have the ability to think strategically, with a proven ability to translate strategies into program activities and trainings.

Must have a strong commitment to the mission and goals of PILP and a thorough understanding of its work.

A strong professional background in prisoner civil rights and/or criminal justice.

Experience in fund raising is highly desirable.

How to Apply

To apply for this position, send a cover letter, resume, and writing sample to tue44168@temple.edu with the subject line “PILP JOBS: Executive Director.”

PILP will accept applications on a rolling basis until the position has been filled. However, candidates are highly encouraged to submit their application by **Wednesday, January 31, 2020 for consideration for first round interviews.**

PILP is an equal opportunity employer.