

February 16, 2007



PROFILE FOR THE EXECUTIVE DIRECTOR

Law Access New Mexico (Law Access) is seeking an Executive Director to lead a young, innovative and well-respected nonprofit corporation established as a free telephone advisory service for low-income New Mexicans with civil legal problems. Law Access is part of a strong statewide equal justice community of legal aid providers, funders and supporters.

About the Position

Law Access seeks an energetic and collaborative leader who is passionate about its mission to provide respectful, efficient, high quality legal advice, brief service and referral to low-income New Mexicans and to help remove barriers to the justice system. This leader will work with a committed Board of Directors and an experienced and dedicated staff, as well as with members of New Mexico's equal justice community. The next Executive Director of Law Access will succeed its founder and have the opportunity to build on the solid foundation and vision of this five year old organization, furthering its role as help-line and portal to the justice system, partner in the equal justice community, and valued leader nationally.

High priority roles and responsibilities for the new Executive Director include:

- Continuing Law Access' leadership in providing respectful, efficient, high quality legal advice brief service and referral and in removing barriers to the justice system for low-income New Mexicans statewide
- Developing a clear strategic vision for Law Access
- Nurturing and developing a recently expanded Board of Directors
- Planning, with the Board of Directors and the Access to Justice Commission, for the introduction of significant new dollars into the state access to justice system during the next two years
- Extolling the virtues of Law Access work to the New Mexican equal justice community, and providing leadership within that community
- Maintaining an effective relationship with federal, state and local funders and ensuring the fiscal and operational integrity of Law Access by meeting funder requirements
- Sustaining and nourishing the respectful relationships among staff at Law Access, and protecting and enhancing the diversity, experience, commitment and morale within the program

- Seamlessly integrating cutting-edge technology and effective client services through prudent technology investment, training and support
- Serving as a public voice for Law Access and low-income New Mexicans

The successful Executive Director candidate will:

- Be passionate about the mission of Law Access and have a demonstrated commitment to providing legal services to low-income people
- Possess management experience, preferably with a legal aid program
- Have experience with budgeting, projections and resource development
- Have experience supervising staff, and be committed to providing professional development opportunities and respectful relationships
- Display excellent written and oral communication skills
- Have experience writing and managing grants, including evaluating services delivered and outcomes achieved for clients
- Possess legislative experience and political skills
- Have a demonstrated ability to build collaborative relationships
- Have a demonstrated ability to start or build a new program of service delivery to clients
- Have a law degree
- Have knowledge of the national legal aid delivery system
- Value diversity and be culturally competent; speaking Spanish or having knowledge of the native languages of New Mexico is an asset
- Be agile, comfortable with change and able to manage change
- Possess a strong work ethic

Applications

Applications will be accepted until the position is filled. In order to be assured of consideration, however, candidates should submit their materials by March 30, 2007. Interested candidates should submit a letter expressing in detail why they are interested in the position of Executive Director of Law Access as well as what they believe they can contribute to the future of Law Access and its client community. The letter should be accompanied by a current resume and include the names and contact information for three references.

Materials should be submitted electronically to lawaccess@lawaccess.org in Microsoft Word format. Law Access is an equal opportunity employer.

Law Access is being assisted in the search by Patricia Pap of Management Information Exchange, 617-556-0288, ppap@m-i-e.org. Candidates with questions about the position or process are encouraged to contact her.

About Law Access New Mexico

Law Access' mission is to provide respectful, efficient, high quality legal advice, brief service and referral to low-income New Mexicans and to help remove barriers to the justice system.

Law Access is celebrating its fifth anniversary. It was founded as the result of a visionary planning process in the State Bar Task Force on Legal Services and the creation by the New Mexico State Legislature of the Civil Legal Services Commission to support legal services with income generated by the filing fees on civil filings. Its annual funding now approximates \$700,000, the majority of which is filing fee funding and legislative appropriations through the Civil Legal Services Commission. Additional funding comes from the City of Albuquerque and the Equal Access to Justice Foundation.

Law Access expects to receive a significant increment in funding in the coming fiscal year and the new Executive Director must be prepared to increase staff and possibly implement a new structure for delivery of services to efficiently hand the new resources.

Law Access has its office in Albuquerque, which in 2006, was named by *Forbes Magazine* as one of the top ten cities to set up a business or jump start a career. New Mexico has a population of 1.8 million, more than 41% of whom (737,000) have incomes under 200% of the federal poverty level. This is the population Law Access seeks to serve.

Law Access has a fourteen member staff of full-time and part-time attorneys and paralegals. It gives advice and brief service over the telephone on civil legal problems to low-income New Mexico residents regardless of their citizenship status in the U.S. Problems most frequently arise in such areas as: family (divorce, custody, support); consumer (debt collection, bankruptcy, predatory lending); benefits (foodstamps, Medicaid, social security); housing (evictions, security deposits, repairs); and employment (wage claims, unemployment). Law Access also refers clients to partner organizations when additional services are needed.

Coordination among providers is the basic concept on which Law Access is built. It actively works with other agencies around the state to provide a comprehensive and integrated delivery system for civil legal services. Partner agencies include: New Mexico Legal Aid, Protection & Advocacy System, Catholic charities of Central New Mexico, Lawyer Referral for the Elderly Program, Senior Citizens' Law Office, Lawyers Care Referral Program and DNA-People's Legal Services.

Using a widely-publicized statewide toll-free telephone number, Law Access assists 600 callers each month. Seven percent of these callers speak Spanish as their primary language and are provided legal assistance in Spanish. Law Access uses advanced telephone and computer systems.

To learn more about the services Law Access provides and the New Mexico equal justice community, visit www.lawhelp.org, and www.nmbar.org.