

**Florida Justice Institute Is Seeking an Executive Director to Lead Established Civil Rights
Nonprofit**

Florida Justice Institute, Inc. (FJI), a nonprofit civil rights legal and advocacy organization, is seeking an Executive Director (ED) to guide FJI into its next phase of achieving criminal justice reform through litigation and advocacy. This is an exciting opportunity for a leader with vision and creativity to build on a solid base and write the next chapter of FJI's life in collaboration with staff, Board members, and client communities. A successful candidate will likely be someone with experience serving in high-level executive, financial, or administrative leadership, with experience in development and fundraising. The ED will be responsible for overseeing all aspects of FJI's operations including fundraising, program development, financial management and staff supervision. As a mentor to staff, the ED will motivate and empower the team to achieve their best work and will work closely with the Board of Directors to ensure that FJI is fulfilling its mission and serving its stakeholders, including clients, donors, partners, and community leaders.

About FJI

Founded in 1978, the Florida Justice Institute is a nonprofit civil rights legal organization that uses impact litigation and advocacy to improve the lives of Florida's poor and disenfranchised residents, while focusing on criminal justice reform, homelessness & poverty, disability access, and other civil rights issues. We do this by bringing targeted and systemic civil rights litigation to achieve widespread and lasting change. We investigate through partnerships with advocacy groups and directly impacted people, and use strategic, creative, and client-centered litigation to end systems of oppression and improve living conditions across the state of Florida. Through a combination of class action and individual cases, we aim to leverage our resources so that change continues beyond our lawsuits. FJI takes a multi-pronged approach to reform, focusing on litigation, advocacy, and media relations, while centering the voices of clients and directly impacted people. We work collaboratively with other organizations and law firms to extend our reach.

FJI has only had two Executive Directors in its history. We have a current staff of six (including three attorneys, two paralegals, one office manager, plus various interns), a budget of approximately \$1.3 million, and significant reserves. We are a collegial and collaborative office with deep ties to the legal and client communities we serve.

Key Responsibilities

Fundraising & Development

- Develop, lead, and implement a comprehensive fundraising and development strategy that aligns with FJI's mission and goals, with a focus on securing major gifts and individual donations.

- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Board of Directors and other stakeholders.
- Meet annual fundraising goals, monitoring progress and adjusting as needed.
- Locate grant opportunities, and coordinate drafting and submission of grant applications, as well as reports and updates for grantors.

Financial Management & Leadership

- Oversee FJI's financial management, ensuring that FJI is financially sound and operating with financial prudence for long-term sustainability.
- Develop and oversee FJI's annual budget to ensure that it aligns with FJI's goals and priorities.
- Monitor financial performance on an ongoing basis, tracking revenue and expenses and adjusting as needed to ensure that FJI is operating within its budget, and providing accurate and timely reports to the Board of Directors.
- Work with FJI's accountant/auditor to ensure timely and accurate submission of audited financial statements and tax forms.

Organizational Leadership and Board of Directors Relations

- Collaborate with the Board of Directors to ensure that FJI is fulfilling its mission and strategic plan, and update the Board regarding FJI's operations.
- Work with the Board of Directors to develop and implement policies and procedures that support FJI's mission and goals.
- Assist with Board expansion and development.
- Hire, supervise, evaluate, and engage with development and administrative staff, as appropriate. Work with the Legal Director to hire legal staff (attorneys and paralegals) and provide oversight as appropriate.
- Maintain fair and efficient human resources practices and address staff employment issues as they arise. Build a healthy and successful workplace environment that enhances staff morale and retention.
- Model and promote FJI's values and culture, setting a high standard for ethical and effective behavior in all interactions. Ensure that staff members are fulfilling their roles effectively, and work with them to identify opportunities for improvement and growth.

Program Development & Management

- Manage the efficient operations of programs, working with Legal Director and staff and volunteers to ensure that programs are executed with excellence and create the most impact for FJI's mission.
- Work with FJI's Legal Director to maintain and develop advocacy initiatives that complement FJI's litigation efforts.
- Evaluate program outcomes on an ongoing basis, using data and feedback from stakeholders to adjust and improve as needed.
- Expand programs and services as appropriate to fulfill FJI's mission, working with the Board of Directors and other stakeholders to identify opportunities for growth and innovation.
- Promote FJI's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for FJI's mission.

Public Relations and Marketing

- Maintain and continually grow significant opportunities to enhance FJI's profile – in the legal community, with client communities, and with the public at large – through relationship-building as well as effective written, digital, and oral communications.
- Serve as FJI's ambassador and spokesperson, sending regular communications to constituents and donors.
- Develop and maintain relationships with media outlets and reporters to secure press coverage and promote FJI's activities.

There may be other duties or responsibilities assigned by the Board.

Qualifications

- A minimum of eight (8) years of combined legal and/or nonprofit management experience, or experience in a related field, with an emphasis on development and fundraising.
- A Bachelor's Degree is required, with an advanced degree preferred.
- Experience with the Florida legal community is preferred, either as an attorney or administrator.
- A demonstrated commitment to social justice, and preferably to civil rights issues in FJI's core areas of prisoners' rights, the criminalization of poverty, and disability access. Experience with providing legal services to poor and disenfranchised communities is helpful.
- Experience leading multifaceted campaigns to achieve social and legislative change, particularly in the area of criminal justice reform, and working with disadvantaged communities, is preferred.
- Must understand and value racial equity and be committed to continued learning on issues related to race, equity, diversity, and inclusion.
- Must be a leader who is kind, organized, energetic, detail oriented, able to delegate, decisive, personable, persuasive, interested in all aspects of the position, and who conveys vision, integrity, intelligence, creativity, energy, and humor equal to the challenges of this demanding position.

Salary/Benefits

The salary will be commensurate with experience. FJI offers an excellent benefits package that includes substantial vacation and sick time; paid federal holidays; medical and dental insurance for employees and their children at no cost to the employee; life and disability insurance at no cost to the employee; a 403(b) retirement plan to which FJI makes substantial contributions; and paid parental leave.

Location

The ideal candidate will be in, or willing to relocate to, the Miami area to manage and work from FJI's Miami office, with flexible work-from-home options. Relocation assistance is available, as is executive training and coaching.

Application

To apply, please send a letter explaining your interest in the position and what you hope to contribute to FJI and its constituents, a resume, and the names and contact information for three (3) references, in one PDF file, via email to EDsearch@floridajusticeinstitute.org. No phone calls please. The position will remain open until filled.

FJI is an Equal Opportunity Employer; people of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply.