

July 24, 2017

Job Announcement

Deputy Director for Program and Development

Mobilization for Justice (formerly MFY Legal Services), a non-profit legal services organization that provides free civil legal services to low-income New Yorkers, is seeking a skilled professional to become its Deputy Director for Program and Development. MFJ's 85-person staff is comprised of attorneys, paralegals, social workers and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised or have disabilities.

The Deputy Director for Program and Development will work closely with the Executive Director on program and development matters. S/he will provide guidance and expertise on matters related to HR, union contract and employee matters, including hiring and staff development. The Director will work closely with the Executive Director and with staff across the organization to maintain a positive culture of inclusion and diversity. The person must share a commitment to our mission and organizational goals. The Director will possess excellent interpersonal and writing skills, and be able to communicate effectively with staff, outside contacts, consultants, legal counsel and board of directors.

Responsibilities include but are not limited to work closely with the Executive Director to:

Support the mission and vision of the organization.

Support and sustain organizational growth by increasing fundraising and maintaining and building external relationships.

Work to support and enhance a robust, engaged and diverse Board of Directors.

Ensure organizational compliance in fiscal, operational, programmatic and labor matters.

Requirements:

Demonstrated commitment to organizational mission and values.

J.D. and at least five years of experience in nonprofit management and litigation.

Excellent interpersonal and communication skills

Excellent writing skills

Excellent judgment and discretion.

Experience in a unionized workplace a plus.

Salary commensurate with experience. Benefits include generous vacation time, fully covered medical insurance, and contribution to 403(b) plan after one year.

Applicants should submit a cover letter and resume addressed to Jeanette Zelhof, Executive Director, and transmitted by e-mail to jzelhof@mfjlegal.org with “**Deputy Director for Program and Development**” in the subject line. Applications must be received by August 18, 2017. Early applications are appreciated and interviews will be on a rolling basis. No telephone calls please.

For further information about Mobilization for Justice, please go to www.mobilizationforjustice.org.

MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.