

LCD has a strong commitment to the principles and practices of diversity and inclusion and welcomes applications from all backgrounds that enhance diversity.

EXECUTIVE DIRECTOR - LAWYERS COLLABORATIVE FOR DIVERSITY

Position Summary

This position is an independent contractor and not an employee. Reporting to the Board of Directors, the Executive Director has primary responsibility for leading the organization to fulfill its mission to unite the resources, energy and commitment of member law firms, corporate legal departments, public sector entities, law schools, state bar association and affinity bar associations in making Connecticut and Western Massachusetts a more attractive place for attorneys of color and other diverse individuals to practice law and find satisfying professional opportunities.

The Executive Director, along with the Board of Directors, sets the short and long-term strategy for the organization. The Executive Director must be able to clearly and persuasively articulate the business impact of diversity and inclusion and to assist member organizations in leveraging key metrics and strategies to drive positive recruitment, promotion and retention of attorneys of color. The Executive Director must develop and maintain relationships within the legal community to better foster the organization's mission and strategy. The Executive Director has primary responsibility for development, promotion and implementation of LCD programs and events, and to communicate and collaborate with the Executive Committee and Board of Directors of the organization.

Primary Objectives

The following is a representative list of the objectives to be accomplished by the Executive Director, and is not all inclusive:

- Coordinates and implements all LCD programs and events in collaboration with LCD members;
- Develops and implements new programming consistent with LCD's mission and strategic plan, in concert with LCD members;
- Develops and maintains professional relationships with managing partners, general counsel, senior agency and institutional leaders to ensure active membership and support of LCD;
- Develops and maintains professional relationships with attorneys to ensure participation and active support of LCD programming that is responsive to needs of attorneys of color;
- Develops and maintains collaboration opportunities with state bar and affinity bar associations in furtherance of shared missions;

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- Stays current on diversity best practices and recommends and implements new diversity programs and initiatives for LCD members based on trends and recommendations;
- Oversees Program Manager's execution of LCD programs and events to ensure effective communication with the Board and external contacts;
- Reports to and serves as a resource to the Board and member organizations regarding programming focused on promoting diversity and inclusion;
- Ensures LCD programs and activities operate within approved budgets; and
- Works creatively and independently to ensure that all LCD programming is implemented with professionalism, is appealing to LCD membership and attracts new members.

The Executive Director shall use independent judgment and discretion in performing the foregoing services, subject to general oversight and direction by the Board of Directors.

Core Skills

- Strong cultural competency in diversity and inclusion initiatives and pipeline programs.
- Excellent oral and written presentation skills with an emphasis on the ability to build strong interpersonal relationships with legal professionals at all levels.
- Strong professional, interpersonal skills with the ability to engage and connect to diverse groups and individuals, as well as build healthy constituencies.
- Strong judgment, decision-making capabilities, problem-solving and coordination skills.

Prerequisites

- Bachelor's degree required. JD degree and prior experience working as or with practicing attorneys is preferred.
- Demonstrated experience in Diversity and Inclusion; Human Resources or related field that demonstrates ability to work in collaboration and lead an association of legal professionals.
- Demonstrated understanding and experience developing, implementing and executing high-quality, substantive programs and events that address issues surrounding diversity and inclusion.
- Demonstrated understanding of diversity and inclusion, particularly as relates to attorneys of color, law students of color and college students of color interested in pursuing a legal career.
- Ability to travel and work evenings to support programs and events throughout the State.
- Must be a Connecticut resident.

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Hours and Compensation

This is a part-time, consulting position with no benefits. This role is expected to average approximately 60 hours per month; however, hours vary significantly depending on the programming schedule. Heaviest activity due to signature events is anticipated in the fall and spring, with on-going planning, membership development and support throughout the summer and winter months. The compensation will be commensurate with the successful candidate's qualifications and experience. Compensation will be in the form of a monthly stipend.

About LCD

Since 2003, LCD has united the resources, energy and commitment of its member organizations to make the Connecticut attorney community as diverse and inclusive as it should be and make the state of Connecticut a more attractive place for lawyers of color to practice law and find satisfying professional opportunities. LCD's member organizations include Connecticut's leading law firms, corporations, public sector entities, law schools, state bar associations and affinity bar associations in Connecticut and Western Massachusetts.

To learn more, visit www.lcd-ne.org

To apply, please send cover letter and resume to lcdapplicants@gmail.com