

THE WAGE JUSTICE CENTER

Dedicated to Enforcing the Basic Rights of California's Workers

3250 WILSHIRE BOULEVARD • SUITE 1010 • LOS ANGELES • CALIFORNIA • 90010
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JOB ANNOUNCEMENT: Executive Legal Director

The Wage Justice Center is seeking an Executive Legal Director.

Los Angeles holds the dubious distinction of being the wage theft capital of the country. The Wage Justice Center was founded in 2007 to "wage justice" for exploited workers in Los Angeles, with a particular focus on the rights of immigrant workers. In recent years, we have expanded to provide services throughout the State of California.

The Wage Justice Center fights for greater economic equality and justice in California's working communities. We represent low-income workers facing wage theft in collecting back wages once they have received a judgment, and we have a robust affirmative litigation docket using fraudulent transfer and other corporate veil piercing strategies. We co-counsel with other advocates in selected litigation to break new ground in establishing workers' rights in settings where wage theft is rampant, such as the trucking, janitorial, home care and car wash industries. The Wage Justice Center has a small, collegial staff who are extremely committed to the mission.

We seek an Executive Legal Director who is committed to our mission. The Executive Legal Director (ELD) will be responsible for cultivating Wage Justice's organizational vision through managing staff and overseeing all organizational operations, fundraising, and communications. An Executive Legal Director who successfully fundraises will have an opportunity to increase his or her salary.

The Executive Legal Director (ELD)'s **responsibilities** will include:

- Advancing WJC's mission by providing management and direct supervision of a team of 3-5 full-time staff attorneys, attorney fellows, and legal support staff through regular staff meetings and one-on-one staff development meetings;
- Providing overall strategic direction of the litigation and judgment enforcement work;
- Managing WJC's caseload through staff supervision and management;
- Building and sustaining a legal program to serve the needs of low-wage workers;
- Creating a pipeline of retained cases, including identifying and managing various channels for new cases or projects;
- Managing and developing relationships with external stakeholders and partners;
- Serving as the organization's chief development officer, with particular emphasis on expanding the number of grants and foundations, as well as the amount of grant money received annually (the ELD will have the assistance of an

experienced part-time development coordinator who will assist with grant writing, communications, and event planning);

- Leading the annual fundraiser;
 - Serving as the face of the organization at public events;
 - Helping grow the annual budget, staff capacity and salaries, and number of staff;
 - Leading the development and implementation of the organization's communications strategy.
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- **QUALIFICATIONS:** Minimum four years of litigation experience, including wage & hour, employment or creditor/debtor experience, ideally with background in representing low-wage workers;
 - Collaborative style and demonstrated commitment to fostering team members' professional growth in a collegial environment;
 - Passionate commitment to social justice and to WJC's goals and mission of empowering low-wage and immigrant workers;
 - Track record of treating clients and/or workers with respect and dignity;
 - Track record of successfully collaborating with non-attorney, professional staff to achieve shared goals;
 - Experience and demonstrated ability to lead and manage teams of licensed attorneys, law students and attorney fellows, licensed paralegals and other professional staff;
 - Successful track record moving people to take individual and collective action;
 - Demonstrated commitment to racial equity analysis and action;
 - Effective interpersonal and communication skills, including ability to write and speak persuasively to diverse audiences, including the general public, lawyers, advocates, low income communities, communities of color, immigrants and immigrant groups, and community leaders;
 - Experience with fee-generating civil rights cases;
 - Spanish-language capacity strongly preferred
 - J.D. and California State Bar membership required

BENEFITS: Salary is \$80,000 annually, plus benefits, including health care, Metro Tap Card, vacation and sick time and all major court holidays. With fundraising success, we anticipate that the ELD will raise his/her own and staff salaries.

TO APPLY:

Submit your resume and cover letter by email with "WJC Executive Legal Director" in the subject line to renee@wagejustice.org. Applications received by 12/3/18 will receive priority. After our initial screen, a list of three professional references and a legal writing sample will be required. WJC is an equal opportunity employer, committed to diversity and inclusion in the workplace. No phone calls, please.