



NORTH CAROLINA ADVOCATES *for* JUSTICE

# Job Prospectus for Executive Director

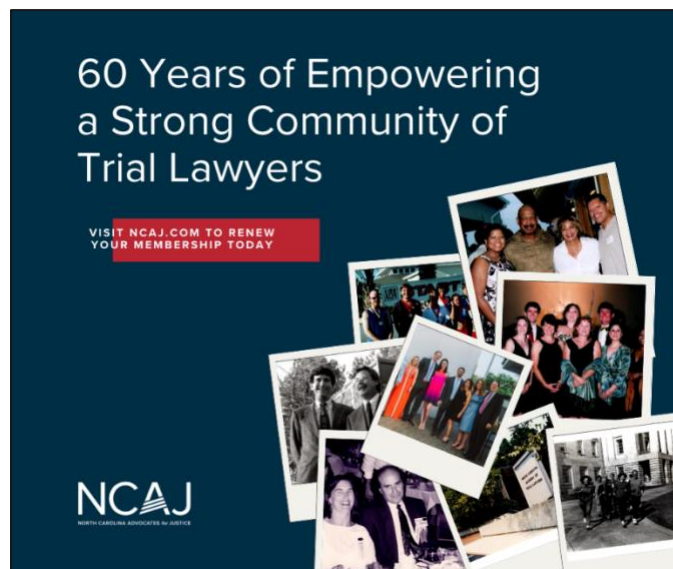
## August 2022

### **NORTH CAROLINA ADVOCATES FOR JUSTICE**

701 Corporate Center Drive, STE 450  
Raleigh, NC 27606  
<http://www.ncaj.com/>

Please send nominations or cover letter and resume in one document to:  
**[NCAJSearch@mossandross.com](mailto:NCAJSearch@mossandross.com)**

Candidates are encouraged to apply by August 31; position open until filled. Hiring range is \$200,000-\$225,000 plus benefits.



## The Opportunity

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The North Carolina Advocates for Justice (NCAJ) seeks a dynamic Executive Director to connect and convene a strong community of trial lawyers in North Carolina. As a 501(c)(6) nonprofit corporation, NCAJ works to level the playing field for those unable to fight for themselves and to champion their causes in the courts and at the legislature. NCAJ is the single most important resource in North Carolina for training and supporting trial lawyers and legal professionals fighting for fair laws.

NCAJ's Executive Director is supported by an active and engaged Board of Governors and will collaborate with a highly experienced professional team of nine. Top priorities in the coming year are statewide relationship-building, advocacy, fundraising, and promoting growth in membership and participation in continuing legal education programming. Ideal characteristics and experience sought in the next leader include strategic vision, government relations, major donor cultivation, coalition-building, and passion for building an even stronger public profile for the NCAJ.



The next Executive Director will step into the role at an exciting time for the organization as NCAJ celebrates its 60<sup>th</sup> anniversary. The membership base is energized and enthusiastic about the future, and there is a dedicated professional team and clearly defined internal processes in place to ensure the next Executive Director can focus on building relationships, ensuring strategic growth, and supporting a strong community of trial lawyers.

## NC Advocates for Justice

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The North Carolina Advocates for Justice (NCAJ), with its affiliated entities, is a nonpartisan association of legal professionals with more than 2,000 members dedicated to empowering a strong community of trial lawyers by protecting people, preventing injustice, and promoting fairness through community, education, and advocacy. NCAJ and its members work to protect the interests and rights of injured people, the criminally accused and convicted, families, workers, and the disabled. NCAJ is led by a Board of Governors (Board) comprised of lawyers and other legal professionals elected by NCAJ membership. The Board's Executive Committee, also elected by membership, is empowered to act between quarterly Board meetings. The volunteer leaders of the organization are responsible for developing its goals, strategies, and programs. They establish the policy framework to guide the NCAJ professional team (currently nine people), volunteer activities, and programming necessary to support NCAJ's core mission of empowering a strong community of trial lawyers and its vision of protecting people, preventing injustice, and promoting fairness.

**Our Vision:**

*Protecting people, preventing injustice, and promoting fairness*

**We Believe:**

- *Every individual has a right to justice*
- *Advocacy is essential to creating fair laws and a level playing field*
- *Our collective expertise, experience, and skills strengthen our impact*

**Our Impact:**

*Each year, thousands of North Carolina citizens are accused, injured, or permanently disabled.*

*Many North Carolina laws do not always*

*benefit and protect these individuals. Trial lawyers take up their fight to ensure they and their families have knowledgeable representation and equal access to justice. NCAJ is the single most important resource in North Carolina for training and supporting trial lawyers and legal professionals fighting for fair laws. We are a community that takes seriously its obligation to protect people and prevent injustice.*



*Since our founding, NCAJ's members have worked tirelessly on behalf of North Carolina individuals. We are proud of our many accomplishments:*

- *Creating a strong community of more than 2,000 North Carolina trial lawyers and legal professionals that shares information, skills, and strategies to support clients in our courts and legislature*
- *Training and supporting more than 2,600 trial lawyers and legal professionals each year through 40 Continuing Legal Education (CLE) courses and numerous listservs, trial skills programming, publications, document banks, and ongoing peer engagement opportunities*
- *Advocating successfully for numerous civil and criminal justice reforms in the legislature and supporting members by writing amicus briefs and hosting moot courts*

## Position Summary

**The Executive Director executes NCAJ's mission to empower a strong community of trial lawyers through member services and development, education, fundraising, and advocacy.**

The Executive Director oversees all operations of the organization, including financial oversight, team supervision, and implementation of the goals and strategies set by the volunteer NCAJ Board of Governors, professional team members, committees, sections, divisions, and other NCAJ entities. While the professional team must be accountable to volunteer leaders for implementing and executing goals and strategies, they are accountable for their performance to the Executive Director.

The Executive Director serves on the Executive Committee and reports directly to the President,

Executive Committee, and Board. The Executive Director will need to live in the Raleigh, NC area to be available for regular interactions with the NC Legislature and in-person interactions at NCAJ headquarters with the professional team, members, and strategic partners. There is also an expectation for occasional statewide travel.



### **General Requirements & Responsibilities**

- Maintaining and enhancing unity and belonging within the organization through education of and communication with the members.
- Raising funds and other needed resources for the organization including building the membership base.
- Communicating with members, legislators, judges, the Governor's office, the public, and other professionals and stakeholders.
- Managing the organization in collaboration with a team of professionals.

### **Specific Requirements & Responsibilities**

- The Executive Director must demonstrate devotion and passion for NCAJ's mission of empowering a strong community of trial lawyers and its vision of protecting people, preventing injustice, and promoting fairness.
- The Executive Director must zealously advance NCAJ's priorities and public policy agenda. A law degree or extensive experience in government relations would strengthen the Executive Director's ability to meet this requirement.
- The Executive Director must:
  - Have strong leadership and interpersonal communication skills.
  - Be adept at managing a membership with widely diverse practice areas and political persuasions and be able to build supportive coalitions among those groups to further the policies, financial needs, and agenda of NCAJ.
  - Work effectively with a volunteer membership of dedicated professionals who are not paid for their efforts.
  - Assist in the development, implementation, and evaluation of short-term and long-term strategic plans, including the organization's overall strategic plan, its advocacy strategic plan, and other strategic plans, which may be developed and adopted.
  - Work to increase sustaining-level memberships within the organization, to retain existing members, and to recruit new members, with a special emphasis on younger lawyers and diversity across all demographics.
  - Implement the policies, strategies, and programs approved by the Board and Executive Committee, including the priorities and goals set by the President.

- The Executive Director oversees the nonprofit and political fundraising activities of NCAJ and must excel at donor relationship-building and developing new ideas for increasing non-dues revenues.
- Internally and externally, the Executive Director serves as the face of the organization and must:
  - Effectively oversee, coordinate, and engage in the political and judicial advocacy activities of NCAJ.
  - Have experience or familiarity with the legislative process, including a clear understanding of the current political and judicial landscape in North Carolina, and be willing to engage in it as necessary.
  - Understand the ever-changing legal and political environment affecting legal professionals in order to keep NCAJ relevant, vibrant, and stable.
  - Promote and position NCAJ as the leading advocacy group in North Carolina in the fight for individual rights and justice.
  - Effectively communicate and liaise with NCAJ leaders, sections, divisions, committees, state and local bar associations, affinity organizations, the American Association for Justice, and the National Association of Criminal Defense Lawyers.
  - Maintain effective communication with other stakeholder groups whose missions are sometimes at odds with NCAJ's.
- The Executive Director oversees the day-to-day operations of NCAJ and must:
  - Oversee organizational programs and member services to include advocacy, membership, and continuing education.
  - Recommend and implement an annual budget to facilitate the prudent use of NCAJ's resources in achieving its goals.
  - Assist in creating and implementing a revenue model and building an infrastructure to support NCAJ's long-term growth and sustainability.
  - Develop policies and guidelines for supervising and managing the NCAJ professional team, in consultation with the NCAJ Personnel Committee.
  - Be responsible for all aspects of Human Resource management in consultation with the NCAJ Personnel Committee.
  - Manage team-volunteer relationships at all levels of the organization to facilitate the most cost-effective use of NCAJ's resources in achieving its goals.
  - Oversee the professional team that develops and maintains IT systems to support management functions, increase NCAJ's value to members, and enhance its communications and activities.

## Compensation

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Hiring range is \$200,000-\$225,000 plus excellent benefits including paid time off and holidays, employer-paid health insurance, and 5% retirement contribution. Performance-based bonuses will be considered on an annual basis.

## Equal Employment Opportunity

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NCAJ is an Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender

identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status. NCAJ has long been active in the fight to make laws fair for all people and to rid our justice system of systemic bias. Our work with the [North Carolina Commission on Racial and Ethnic Disparities in the Criminal Justice System \(NCCRED\)](#), NCAJ's Task Force on Mass Incarceration, NCAJ's Hispanic/Latino Division, and NCAJ Women's Caucus are a few examples of our commitment to this cause. In 2017, NCAJ established the President's Diversity Task Force. The group aimed to bring an intentional focus on issues of diversity, inclusion, and equity to the inner workings of NCAJ. It continues its work today as the standing Diversity & Inclusion Committee which realizes that the struggle for fairness and equity continues.

## Applications

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NCAJ's Board will appoint the next Executive Director following a national search. The Board has appointed a 7-member Search Committee, chaired by John McCabe who is the NCAJ Immediate Past President. The Board has engaged the firm of [moss+ross](#) to assist the Committee in developing a pool of highly qualified candidates and support the selection process. The Search Committee will interview semi-finalists via Zoom in summer and early fall 2022. Finalists will be invited to spend a day in Raleigh with the Committee in fall 2022, with the goal of appointing a new Executive Director as soon as practical thereafter. All aspects of the search will be confidential until finalists are named with the consent of the candidates.

To apply, please submit a cover letter, résumé, and how you found out about the position (all in one document). Applications will be reviewed beginning August 31 and accepted until the position is filled. Send applications via email to:

John McCabe  
Chair, Search Committee  
[NCAJsearch@mossandross.com](mailto:NCAJsearch@mossandross.com)