

Chief Advocacy Officer

The Chief Advocacy Officer (CAO) reports to and assists the Chief Executive Officer (CEO) in managing the strategic work of the organization. The CAO will:

Implement the organization's vision and mission;

Work with staff, the legal aid community, the private bar, and the courts to advance access to justice for those in poverty;

Develop, supervise, coordinate, and manage strategic program work, including litigation, hotline, pro bono, and ombudsman programs;

Ensure compliance with and reporting on grant conditions and obligations;

Develop and review program systems relating to the delivery of services (e.g. priorities, outreach, intake systems, case and file management policies, systems relating to compliance and restrictions)

Develop short- and long-range service delivery plans and design innovative systems to enhance delivery;

Assist in the development of new project opportunities.

Assist in the development of and adhere to an annual budget;

Support the fundraising plan to ensure maintenance of current funding and to obtain additional funding to further the organization's mission;

Establish and maintain professional relationships with governmental and social service funding organizations;

Assist with media relations, including press releases concerning noteworthy events relating to program activities, client case work, and personnel;

Develop a staff training protocol, identify training opportunities, and coordinate access to and approval of training activities.

Those duties that may be assigned by the CEO which are consistent with those normally assigned within this job classification, the skills of the person to whom they are assigned, and the capacity of that employee.