



Executive Director

Benefits Law Center (BLC) seeks a dynamic Executive Director to join our team and our mission, working with people who live with disabilities and are fighting for their economic and medical security. As a champion of BLC's core values of centering clients, dignity for all, and integrity in community, the BLC Executive Director creates and maintains pathways for people who are personally connected to our mission to support the goals of our clients as staff members, donors, volunteers, and community partners.

BLC is a specialty civil legal aid organization with a staff of ten people dedicated to economic justice. The Executive Director drives BLC's mission to provide accessible legal advocacy to people living with physical and mental disabilities so that they may obtain the resources necessary to overcome barriers to financial and medical stability. We further our mission through targeted community lawyering projects that help people obtain and maintain access to Social Security benefits.

BLC boasts a working environment filled with inspiring advocacy, incredible colleagues, and a dedicated board of directors. The Executive Director is chiefly responsible for ensuring that all who are involved are working toward the successful implementation of a measurable strategic plan. BLC has grown 400% in the past six years, and in 2022 projects total revenue of \$1.2 million.

We are in the final year of our existing strategic plan which is focused on growing the capacity of BLC to deliver on our mission through (1) equity and inclusion, (2) increased stewardship and relationship building, (3) strengthening our communication strategies, and (4) growing our volunteer program. You can read more about our work in the most recent [BLC Annual Report](#).

BLC is home to two major projects and the Justice Bus. The Social Security Advocacy Project (SSAP) and the Disabled Homeless Advocacy Project (DHAP). SSAP prioritizes cases for which it is difficult or impossible for the client to obtain representation through the private bar, either due to lack of fee generating potential or multiple barriers, such as mental illness, limited English proficiency, transportation, and trauma. DHAP is based on the recognition that for homeless individuals who meet the definition of disabled because of physical and mental health conditions, qualifying for federal disability benefits may be the only realistic path out of homelessness and into stable housing and medical care. By collaborating with other organizations that provide services to the homeless community, BLC proactively identifies disabled homeless individuals who may be eligible for SSI/SSDI benefits, both before and after they have begun the application process. The Justice Bus is our Mobile Legal Unit that allows us to bring the concept of "meeting people where they are at" into reality through a mobile law office.

Responsibilities

The following is a partial list of the operational disciplines the Executive Director will manage. These may be supervised directly or executed with a strategic partner possessing expertise in the discipline. The board of directors is open to partnerships and will look to the new Executive Director to inform the best structure for BLC's continued success under their direction.



BOARD OF DIRECTORS

- The ED facilitates communication between the Board of Directors and staff in planning, implementing, and evaluating programs and operations.
- Assists in recruiting and supporting Board members.
- Communicates with the Board about emerging issues and about the development of new policies.

Responsibilities (continued)

RESOURCE DEVELOPMENT AND PLANNING

- The ED oversees the development, implementation and evaluation of the strategic plan in conjunction with the Board.
- Has primary responsibility for writing grants and fellowship applications.
- Works in collaboration with the Development Director to design and implement annual fundraising plan.

MANAGEMENT AND SUPERVISION

- The ED hires, supervises and motivates staff.
- Promotes the development of staff skills and leadership abilities.
- When necessary, disciplines and/or discharges employees.
- Leads staff in the implementation of all program components.
- Ensures that BLC develops, implements, and reviews case management plans and protocols.
- Fosters a culture that celebrates success, honors diversity, strives for excellence, seeks constant growth and learns from mistakes.

FINANCIAL AND ADMINISTRATIVE MANAGEMENT

- The ED plans and administers the budget with the Board Finance Committee, and prepare regular financial statements for the Board of Directors.
- Ensures efficient office administration, including managing the operation of the Justice Bus, oversight of leased space and equipment, insurance, payroll, payment of bills, and coordination with our accountant.
- Assures compliance with local, state and federal laws governing non-profit charitable organizations.

COMMUNITY OUTREACH AND COLLABORATION

- The ED maintains relations with legal service providers, social service providers, attorneys, medical care staff, and other advocates.
- Provides information, referral, advice and brief services for community agencies.
- Trains community advocates, service providers, and pro bono advocates.

REPRESENTING BLC AND OUR CONSTITUENTS

- The ED acts as spokesperson for the organization, and as liaison to private and public funding sources, community organizations, and the media.
- Maintains expertise in social security law and related issues.
- The ED may, if licensed to practice law, enhance that knowledge by maintaining a small caseload of BLC clients.

PROGRAM AND OPERATIONS

- The ED oversees a master plan of direct service outreach locations and sites for Justice Bus outreach.
- Oversees BLC intake system.
- Manages IT for all BLC systems and staff.
- Oversees BLC intake system.



Qualifications.

The successful applicant will:

- Have relevant work experience.
- Have experience working with under-served groups.
- Have excellent written and verbal communication skills.
- Be passionate and committed to maintaining the agency's mission and be eager to represent the organization to a diverse group of external audiences.
- Bring an entrepreneurial approach to non-profit management.
- Present a professional image and maintain respect for the organization with the legal community, legal services, social service agencies and other non-profit organizations.
- Be an effective advocate for ethnically diverse lower-income people, people with disabilities, immigrants, refugees and other people with low incomes.



The successful applicant may also:

- Be licensed to practice law in Washington State.

Commitment to diversity.

BLC is an anti-racist organization. Our commitment to inclusion is based in our belief that a diverse workforce and inclusive workplace culture enhance our ability to fulfill our mission. We strongly encourage applications from people who have experienced living on a fixed income, engaging with Social Security, living with a disability, and/or struggling with homelessness. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

Compensation and benefits.

This is a full-time, exempt position that requires a willingness to work some evenings and weekends, as well as occasional travel within the state. Salary: \$110-120k annually DOE. BLC offers employees 105 hours of paid vacation and two floating holidays annually, all federal holidays off, paid health-related leave, medical benefits, and retirement benefits.

How to apply.

To apply please submit a cover letter that explains how your lived or professional experience has shaped your commitment to economic justice, and a resume. Submit materials to Hiring Committee at careers@benefitslawcenter.org. Should you require any accommodations please let us know by emailing careers@benefitslawcenter.org. The position will remain open until filled.

