

EXECUTIVE DIRECTOR

ABOUT AMARA

Headquartered in Washington, D.C., the Amara Legal Center provides free legal services to those involved in commercial sex in the DC metro area, whether their involvement is by choice, coercion, or circumstance. Amara attorneys represent clients in jurisdictions across Maryland, DC, and Virginia in matters including criminal defense, custody, child support, divorce, name change petitions, post conviction relief, and victim-witness advocacy matters. In addition to providing free, trauma-informed, victim-centered legal representation, Amara connects clients with support services and raises public awareness about sex trafficking and working with survivors in a trauma informed manner.

Founded in 2013, the Amara Legal Center has been named by the Catalogue for Philanthropy as "one of the best small charities in the Greater Washington region" and designated by Guidestar as a Platinum Charity. In 2019, the Amara Legal Center provided direct legal services to 178 individuals with 231 legal matters, supported almost entirely by grant funding from government agencies and foundations. Amara is working to transition beyond its "start-up" origins by diversifying and growing its financial support, increasing its visibility with the client population we serve, and building our capacity to do the work required to ensure our clients' legal rights are respected, free of stigma, violence, and unjust criminalization.

POSITION SUMMARY

The Amara Legal Center seeks a dynamic leader and experienced executive to lead the only legal service nonprofit in the DC-metropolitan area whose mission is to provide free legal services to sex workers and survivors of sex trafficking.

The ideal candidate is a demonstrated leader, committed to fostering a positive and inclusive culture among colleagues that reflects Amara's commitment to diversity and racial equity. The Executive Director will have a public-facing role with heavy emphasis on increasing the organization's profile and impact within its region of operation and expanding its capacity to achieve its mission by:

- Advancing Amara's reputation in the region, creating name and mission recognition that expands client outreach, enhances the organizational ability to partner with other community groups to meet client needs and reform social and legal infrastructure, and positions Amara to serve as the regional/a national thought leader on issues related to sex work and commercial sex trafficking
- Increasing and diversifying Amara's funding to optimize investment in staff, technology and programming that will allow the organization to meet the needs of the region's client population
- Maximizing the organization's use of technology to provide high-quality services to our clients, build efficiencies for the staff, support relationships with our partners, funders, and the community, while keeping the organization and its work product secure

KEY RESPONSIBILITIES

Executive Leadership

- Collaborate with the Board of Directors, staff, clients, and partners to construct short- and long-term strategic plans to fulfill Amara's mission and vision
- Provide dynamic and imaginative leadership to Amara staff to ensure the highest quality, trauma-informed services to our clients
- Develop and oversee implementation of services, programs, and projects that support and advance Amara's vision, mission, and goals
- Maintain active knowledge of current issues and trends to inform programs and strategies to serve Amara's clients
- Oversee all financial, personnel, and administrative functions

Community and Public Relations

- Serve as spokesperson for Amara's mission and goals before the public, partners, media, and policymakers
- Establish Amara as an expert and leading authority with respect to commercial sex trafficking, sex work and related issues
- Build and cultivate cooperative partnerships with community partners such as law firms, community based organizations, government agencies, educational institutions, and businesses to expand the breadth and depth of Amara's services and to advance the cause of equality under the law for active and former sex workers
- Develop and oversee a comprehensive communications and public relationships strategy to advance and support program goals, ensuring that key messages are communicated effectively

Fiscal Management

- Oversee the successful execution of day-to-day operations, including effective strategic financial decision-making, budgeting, reporting, and compliance
- Negotiate and execute contracts, including agreements and other instruments made and entered into by and on behalf of the organization
- Work with the Board of Directors Finance Committee to develop and monitor the organization's budget

Fundraising

- Design and implement a comprehensive, integrated fundraising strategy that includes a robust mix of individual, corporate, foundation, and government funding sources, with special attention to developing unrestricted funding sources
- Cultivate and maintain relationships with current and prospective funders and encourage active board engagement in donor cultivation
- Supervise and collaborate with staff in all aspects of grant management, including prospecting for new grantors, meeting with foundation staff, writing grant applications, tracking grant progress, and preparing grant outcomes reports

Personnel Management

- Actively champion diversity, equity, and inclusion, and promote a culture that attracts, retains, and motivates a talented, dedicated, and diverse staff
- Promote a respectful workplace that encourages teamwork
- Lead, mentor, and develop a high-performing team and foster positive organizational culture that prioritizes self-care

Program Oversight

- Oversee the provision of high quality legal services, implementation of policy initiatives, trainings, and awareness-raising activities
- Develop and oversee major strategic initiatives including advocacy, policy proposals, and litigation
- Maintain a working knowledge of Amara's day-to-day operations and the challenges faced by Amara's clients
- Build, lead, and work as part of coalitions to ensure that Amara's programs reflect the goals and needs of people with lived experience

Board Relations

- Work closely with the Board Chair and the Board of Directors to foster strong governance of the organization and assist the Board in developing its own capacity to support the organization's strategic priorities and financial sustainability
- Actively engage, support, and maintain effective communications with the Board of Directors

WHO YOU ARE

You are passionate about social justice issues and driven by a desire to support people who have traditionally been underserved by the law and government. You understand that Amara's services are only one component to bringing justice to the lives of people who have been affected by exploitation, systemic racism, or discrimination based on gender, sex, or sexual orientation. You envision a society in which Amara's clients are free from stigma, violence, oppression, exploitation and criminalization. And you bring this passion with you as a leader, manager, and collaborator.

We are looking for candidates who:

- Have at least five years of nonprofit management experience showing increasing responsibilities
- Have a background in advocacy or policy
- Have demonstrated fundraising experience – including (but not limited to) large donor campaigns, building corporate partnerships, and managing large events
- Are tech savvy and experienced in applying technological solutions to a variety of challenges
- Have a history of meaningful engagement on social justice issues
- Are committed to working on issues related to commercial sex trafficking and/or sex work

Finally, we require that you be a resident of the DC-Metro area; while our offices are virtual, there are times when you will want to gather with staff, easily attend local meetings, and, most importantly, use your knowledge of the DC, Maryland, and Virginia area (DMV) and relationships to further Amara's goals.

ANNUAL SALARY AND BENEFITS:

The salary for the position is **\$80,000**, and the benefits package includes: 20 days of paid time off, DC holidays, employer provided health and dental insurance, simple IRA retirement plan with 3% employer matching after vestment, flexible schedule, and an annual professional development budget.

TO APPLY:

Submit a cover letter, three references, and your resume to recruiting@amaralegal.org. We will review resumes and schedule interviews on a rolling basis. Applications that are incomplete will not be reviewed. References will not be contacted until the final phase of the hiring process.

The Amara Legal Center is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, work related injury, covered veteran status, political ideology, genetic information, marital status, family responsibilities or any other factor that the protects from employment discrimination.

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