



## Job Announcement: Executive Director

About SALSA: The San Antonio Legal Services Association (SALSA) mobilizes legal volunteers to transform the lives of those in need in Bexar County and surrounding areas. SALSA started as the Community Justice Program, a project of the San Antonio Bar Association, but has been an independent 501c3 for five years. We recently experienced some challenging times financially, but the community rallied behind us, and we are ready to turn over a new leaf. We are looking for an Executive Director ready to step up and take us to the next level.

Overview: The Executive Director leads the San Antonio Legal Services Association, providing strategic guidance and day-to-day management to fulfill the organization's mission. Reporting directly to the Board of Directors, this position oversees program operations, staff, finances, and community engagement while ensuring compliance with policies and funding requirements.

### Key Responsibilities:

- Leadership & Administration:

- o Provide visionary leadership for the organization working in partnership with the Board.
- o Establish and enforce personnel, financial, and administrative policies in alignment with Board direction.
- o Develop the organizational structure within budget constraints and oversee daily operations.
- o Advise the Board, prepare agendas, present reports, and support strategic planning efforts.

- Program Development:

- o Design, market, and implement pro bono programs that align with the organization's mission and accreditation standards.
- o Ensure ethical program delivery and high-quality services.

- Fundraising & Financial Management:

- o Develop and execute fundraising strategies, including grant writing and donor cultivation.

- o Maintain funding through key sources like the Texas Access to Justice Foundation.

- o Oversee budgeting, accounting, payroll, and financial reporting.

- Public Relations & Outreach:

- o Serve as the primary representative to the public, media, agencies, and government entities.

- o Promote a positive image of SALSA's mission, programs, and services.

- Staff Leadership:

- o Recruit, train, and evaluate staff while fostering a positive work environment.

- o Manage employee performance, resolve conflicts, and ensure compliance with labor laws and policies.

Qualifications:

- Bachelor's degree required; Juris Doctor degree preferred.
- 5 years of experience leading a team in a law-related or non-profit field.
- Proven success in grant writing, fundraising, and public speaking.
- Strong financial management, strategic planning, and interpersonal skills.

Skills & Competencies:

- Excellent communication and organizational skills.
- Proficiency with Microsoft Office and database management.
- Ability to build relationships with diverse communities and stakeholders.
- Strong problem-solving and multitasking abilities.

Additional Information:

This is a full-time (40 hours), exempt position with medical, dental and vision benefits, and a 401k. We currently operate in an office environment that is remote, with some office space in partner agencies. Professional development and participation in relevant legal and non-profit networks are strongly encouraged.

How to Apply:

Submit resume and cover letter to [hiring@sa-lsa.org](mailto:hiring@sa-lsa.org). The position will remain open until filled.