

Position: Deputy Director

The Deputy Director will be a member of the senior leadership team and will report to the Chief Executive Officer. They will provide strategic counsel and development support to the organization. The Deputy Director will be primarily responsible for operations issues and personnel matters. Additionally, they will oversee grant compliance, reporting, and submission along with accounts payable and receivable. The ideal candidate will be a licensed Tennessee attorney or non-profit professional with substantial experience in human resources, grant compliance, development/finance, non-profit governance, and/or strategic planning who is committed to advancing our mission to provide excellence in legal advocacy for those in need.

Key Responsibilities:

- Oversee compliance with federal, state, and local laws, as well as grant requirements.
- Assist in developing and implementing organizational policies, procedures, and governance practices.
- Support human resources functions, including employment law compliance, contractor agreements, and personnel policies.
- Monitor and manage risk related to legal, operational, and compliance issues.
- Collaborate with leadership to develop strategic initiatives, development strategies, and organizational growth plans.
- Ensure proper documentation and reporting for grant, insurance, and legal matters.

Minimum Qualifications:

- Proven experience in human resources, grant compliance, and non-profit governance.
- Experience with fundraising or development initiatives in the non-profit industry.
- Strong understanding of issues impacting non-profit organizations.
- Excellent leadership, communication, and interpersonal skills.
- Demonstrated commitment to access to justice and serving underserved communities.

Preferred Qualifications:

- Juris Doctor (JD) from an accredited law school, Master of Business Administration (MBA), Masters of Accountancy (MAcc), or equivalent degree, certification, or training.
- Licensed to practice law in the state of Tennessee.
- Prior experience in public interest law firm, non-profit organization, or similar company.
- Ability to work collaboratively within a diverse organizational team.

Compensation and Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health, dental, and vision insurance, and retirement plan.
- Generous paid leave and holidays.
- Professional development and training opportunities.
- 401(k) matching
- Health insurance
- Dental insurance
- Vision Insurance
- Life insurance
- Paid time off
- Parental leave