



Board Liaison

The Lawyers' Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers' Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar's leadership and resources in combating racial discrimination and the resulting inequality of opportunity—work that continues to be vital today.

The Lawyers' Committee seeks an energetic self-starter with a talent for building strong and productive relationships to serve as a Board Liaison. The Board Liaison supports the Executive Director on all matters related to the Board of Directors and will serve as a lead point of contact for a large and active Board, the Executive Committee and Legal Volunteers.

The Board Liaison will manage all Board logistics including those related to meetings, mailings, sign-on letters, event invitations, updates and other important communications. The Board Liaison will also handle new Board member orientation and on-boarding and support Board engagement strategy.

The Board Liaison will work under the supervision of the Executive Director and will work closely with the Director of Development.

Specific Duties and Responsibilities:

- Serve as primary point of contact for all Board members, Executive Committee members and Board related matters;
- Work closely with Executive Director, Executive Leadership Team and Development Department on Board communication and planning;
- Maintain discretion and confidentiality regarding all Board and Executive Committee Members;
- Provide administrative and strategic support regarding Board matters; and
- Attend all Board Meetings, prepare minutes and agendas.

Board Leadership Support

- Provide high-level administrative support to the Executive Director and Executive Committee, including calendar management, drafting agendas, composing correspondence, arranging itineraries, compiling meeting documents, completing expense reports, creating, organizing and maintaining accurate electronic and hardcopy Board-related files and folders, and other administrative tasks, as needed; and
- Help maintain up to date contact information for all Board members in all relevant databases, listservs and address books.

Logistics and Coordination

- Responsible for all aspects of planning Executive Committee and Board meetings, calls, convenings, retreats and other gatherings including drafting agendas, preparing and distributing Board Books and other relevant materials, setting meeting dates, drafting and sending out calendar invitations, and managing all meeting logistics; and
- Provide day-of meeting support to ensure successful execution of all meetings for the Board, Executive Committee, and other Board Committees.

Board Member Engagement

- Develop, implement and coordinate a Board engagement strategy;
- Help ensure ongoing leadership development of all Board Members;
- Plan events, conference calls, briefings and other opportunities for Board members to hear about our work or share information with other board members;
- Utilize best practices for tracking, acknowledgment and reporting progress on Board engagement including tracking individualized participation and records for each board member (including onboarding, committee placement, coordinating impact tour attendance, volunteer opportunities, recognition, etc.); and
- Manage outreach to Board members around sign on letters, RSVPs for meetings and events, membership on committees and subcommittees, and other Board communication.

Governance

- Work with Co-Chairs and Executive Director to review and maintain by-laws and other governance documents; and
- Support leadership in the on-going review of Board committee roles, responsibilities and structure, ensure clarity and accountability, and make recommendations to ensure effectiveness and identify areas for additional support or change.

Minimum Requirements and Competencies:

- Bachelor's Degree or equivalent education and experience;
- Graduate Degree, particularly a J.D. desirable;
- Strong diplomacy and interpersonal skills with the ability to build relationships and demonstrate a high level of service and responsiveness;
- Experience working in a professional environment with high-level executives;
- Excellent written and verbal communication skills;
- Strong research and analytical skills;
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly in a fast-paced environment with excellent attention to detail and ability to meet deadlines;

- Highly resourceful team-player, with the ability to be effective independently;
- Ability to thrive in a fast-paced environment and work well under pressure, demonstrating persistence, perseverance, integrity and patience along the way;
- Proven ability to handle and maintain sensitive and confidential personal and financial information with discretion and high ethical standards;
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and Power Point);
- Experience working in the racial justice space strongly preferred;
- Comfortable working in a diverse environment; and
- Demonstrated commitment to the mission and goals of the Lawyers' Committee.

To Apply: Please submit a cover letter and resume to <https://podio.com/webforms/23987883/1739739>. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Commuter Benefits; 11 paid Holidays and Vacation/Sick days.

The Lawyers' Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.

We strongly encourage candidates of color and candidates from underrepresented communities to apply.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line "Applicant Accommodation" to kcoates@lawyerscommittee.org.