



Legal Services of Eastern Michigan Job Description Staff Development and Compliance Manager

Legal Services of Eastern Michigan is a nonprofit civil law firm which has been providing legal assistance to disadvantaged community members for over 50 years. It serves 14 mid-Michigan counties from three offices. The agency mission is to use advocacy to address the causes and effects of poverty. We envision communities where individuals have affordable access to resources to meet their justice needs and can pursue their legal rights through competent advocacy.

Essential Functions & Responsibilities

The Staff Development and Compliance Manager will assist individual advocates and practice groups, in conjunction with supervisors and managers, in defining and obtaining client representation objectives, funding source compliance requirements, professional responsibility and ethical obligations, and addressing potential resource allocation across competing interests of client and stakeholder communities. The position will offer advocate support through co-counseling, training, document review, strategy development, and otherwise serving as an added resource to help advocates address client needs. This role will also be responsible for collaboration with the administrative and management teams to plan and ensure that advocacy program/project deliverables follow funding commitments and expectations.

Staff Development

Support high quality client representation across substantive legal areas of practice through case planning, facilitation, and complex case and project management implementation, strengthen, and expand: non/litigation advocacy projects including community legal education efforts, staff training, development and maintenance of legal advocacy resource materials, collaboration with bar and court-related access to justice activities, and promotion of service offerings designed to expand access to justice. Regularly assess client representation and advocacy activities to ensure the most effective, efficient, and economical use of program resources.

Compliance

Develop and maintain expertise in Legal Services Corporation Regulations. Monitor Legal Services Corporation, HUD, NLADA, and State Bar legal opinions and compliance updates. Collaboratively work to develop practices and policies to ensure organizational compliance and implementation. Maintain all relevant document files necessary for compliance and conduct regular mini audits to ensure compliance. Work closely with the CAO and CFO to ensure proper categorization and allocation of staff hours to individual funding sources. Define and refine automated workflow to capture necessary data to inform programmatic effectiveness and Continuous Quality Improvement.

Qualifications

- MBA and/or JD degree required with relevant grant funded, public interest, non-profit management experience
- Must be a highly energetic professional with a track record of building relationships at both an individual and agency level
- Interpersonal abilities that are professional and discreet and the ability to work collaboratively with a wide range of personalities with assertiveness and diplomacy
- A broad understanding of the civil equal justice legal needs of low-income people, including the unique needs of populations that experience particular barriers in access to justice systems, and of effective approaches and methods for addressing those needs
- Demonstrated ability to monitor program performance through appropriate measures which assure project compliance with regulatory matters and funder requirements

Knowledge, Abilities and Skills

- Self-motivated to regularly set and achieve individual and departmental goals
- Positive team leader and team player with strong organizational skills
- Detail-oriented with excellent oral and written communication skills and strong proofreading skills
- Ability to work under pressure, prioritize multiple projects and adjust work accordingly, often against tight deadlines
- Excellent judgment and positive attitude
- Effective working knowledge of MS Office products and the ability to adapt to various internal and external information management platforms

Salary

Salary is commensurate with qualifications and is complimented with excellent fringe benefits including a hybrid working environment, generous time off, medical, life, short-term and long-term disability insurance, retirement plan with matched employer contribution (6%), student loan repayment plan, professional development allowance, and over \$1,200 employer contribution into a flexible spending account annually.

Application

Interested applicants should email a resume, references, and cover letter to: humanresources@lsem-mi.org

LSEM is an equal opportunity employer committed to promoting diversity and inclusion in the workplace. We encourage all potentially qualified applicants to apply.