

JUVENILE REGIONAL SERVICES
EXECUTIVE DIRECTOR JOB DESCRIPTION

Juvenile Regional Services (JRS) exists to provide youth with quality legal representation in Louisiana's juvenile justice system. Our vision is to create a juvenile justice system built upon the zealous defense of youth while building upon the strengths of young people, families and communities in order to instill hope and to ensure children are given the greatest opportunities to grow and thrive.

Our mission is to support juvenile indigent defense systems such that indigent juveniles are provided quality effective legal representation; to provide for the alleviation of unconstitutional conditions of confinement for juveniles; and, to assist in the development and expansion of rehabilitation efforts and alternative programs for juveniles.

The Executive Director must have a Juris Doctorate and previous experience with juvenile indigent defense.

I. JRS DIRECTOR: DESCRIPTION AND RESPONSIBILITIES

A. Office Visioning & Strategic Planning

1. Acts as the Chief Executive Officer for JRS.
2. Responsible, with input from JRS staff, for developing office vision and strategic planning.
3. Responsible, with input from JRS staff, for developing and implementing office structure, policies and procedures.
4. Responsible, with input from JRS staff, for long- and short-term planning and evaluation of the effectiveness of JRS on an annual basis.

B. Personnel

1. Responsible, with input from JRS staff, for recruitment and hiring policies and oversight of all hiring decisions.
2. Responsible for the termination of employees.
3. Responsible, with input from JRS staff, for the establishment of training, supervision, management and staff evaluation protocols.
4. Responsible, with input from JRS staff, for personnel policy development and oversight of staff compliance with same.
5. Responsible for the supervision of all JRS staff and staff evaluations.

C. Fundraising and Budgetary Responsibilities

1. Responsible, with input from JRS staff, for soliciting grants and maintaining ongoing relationships with funders.
2. Responsible, with input from JRS staff, for oversight, management and maintenance of budget, ensuring that the organization has sufficient funding for all of its operations and projects, review of all project budgets, ensuring that JRS operates within its budget;
3. Responsible for office assets, expenditures, day to day budgetary decisions, salaries, benefits and other operational costs.
4. Responsible for oversight of annual reports and audits.
5. Responsible for supervision of JRS staff and project managers as their work relates to the overall budget.

D. Oversight of Office Management

1. Responsible for direct supervision of office administrator(s).
2. Responsible for overseeing overall office administration and organization (file maintenance, other systems operation, etc.).

E. Board Development

1. Responsible for communications and coordination with the JRS Board of Directors.
2. Responsible for all reports to the JRS Board of Directors.
3. Responsible for representation of JRS at all JRS Board of Directors meetings.
4. Responsible for the recruitment of new JRS Board members;
5. The JRS Director – at his or her discretion – may develop and maintain an advisory board.

F. Specific Supervision and Management

1. Supervise and manage staff on projects as assigned.
2. Develop mission, goals, and objectives with staff on assigned cases, projects and initiatives.
3. Set deadlines and other objectives with staff on assigned cases, projects and initiatives.
4. Develop assessment and monitoring plan for cases, projects and initiatives.
5. Update JRS staff on overall organizational progress as well as progress on specific initiatives, special cases and projects.

G. Litigation

1. Maintain regular contact and coordinate with JRS staff on litigation responsibilities and strategic litigation opportunities.

2. Identify, pursue and direct litigation strategies in individual cases which advance the interests of the youth and the youth's family.
3. Identify, pursue and direct litigation strategies which advance the vision and mission of JRS.

H. Public Relations and Media

1. Serve as primary media contact for JRS, and with input from staff, prepare press releases and conduct other public relations activities as determined necessary.
2. On a case-by-case basis, determine which JRS staff member or group of staff members will serve as contact(s) for media.
3. Maintain ongoing relationships with press and update and maintain a JRS media list.
4. Develop media kits, brochures, etc. with input from staff.