



POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

LEGAL SERVICES OF NORTHERN CALIFORNIA

Legal Services of Northern California is seeking applicants for the position of Executive Director.

BACKGROUND

Legal Services of Northern California, Inc. (LSNC) is a private, non-profit law organization providing free civil legal services to low-income and other vulnerable individuals and communities in twenty-three northern California counties. Founded in 1956, LSNC is celebrating its 70th anniversary in 2026 as one of the most effective and respected legal services organizations in the nation, and as a strong and collaborative leader among the legal services and anti-poverty communities in California.

The mission of LSNC has its roots in America's War on Poverty: To provide quality legal services to empower the poor to identify and defeat the causes and effects of poverty within their communities, efficiently utilizing all available resources. In 2025 LSNC provided high quality legal services to over 11,000 individual and family clients, and provided information and other services to tens of thousands of additional low-income persons through community clinics, outreach, and technology. LSNC also has earned a national reputation for aggressive impact advocacy that includes major litigation as well as legislative and administrative advocacy at the local, state, and national levels.

LSNC's mostly rural service area is roughly the size of the state of Ohio, with eight field offices in addition to its executive offices in Sacramento. LSNC's primary substantive priorities are housing, health, civil rights, and public benefits, with special emphasis with respect to disaster-related and senior legal services issues. LSNC pioneered the "community lawyering" model for legal services delivery, and its long and steadfast presence in its communities has provided a strong and vibrant legal voice for those whose voices cannot be heard in the halls of power.

LSNC's 2026 budget exceeds \$19 million, with a diverse mix of over 60 federal, state, and local funding sources, including primary grants from the federal Legal Services Corporation, the California Equal Access Fund, the State Bar of California IOLTA program, and the federal Older Americans Act. LSNC supports a robust pro bono program that is well-integrated with its core operations, and also includes a number of separately funded programs such as the Health Insurance Counseling and Advocacy

Executive Office:
517 12th Street
Sacramento, CA 95814
P: 916.551.2150
F: 916.551.2195
www.lsnc.net

Program (HICAP) (providing Medicare advocacy and services); the Western States Pension Assistance Project (providing employer-sponsored retirement benefits-related services in four states); the LSNC Health Unit (working in collaboration with the state-wide Health Consumer Alliance); and a number of court-based programs and projects.

LSNC is a unionized program. The Executive Director is assisted by a veteran and passionate management team, as well as by an active and supportive Board of Directors comprised of attorneys, individuals eligible for LSNC services, and community representatives. The Executive Director serves not only as LSNC's organizational and public leader, but as an important participant in multiple national and state collaborative networks that support the funding and delivery of legal services to the poor.

DUTIES, RESPONSIBILITIES, KNOWLEDGE AND EXPERIENCE:

A detailed job description is attached.

QUALIFICATIONS:

California Bar required or pass within one year of hiring. Ten years significant legal practice with low-income and disadvantaged clients. Experience in the management of a Legal Services Corporation funded organization strongly preferred.

OPENING/CLOSING DATE:

Position is open until filled.

SALARY/BENEFITS:

Salary range is \$190,000 to \$230,000, commensurate with experience. LSNC provides a generous and comprehensive benefits package.

APPLICATIONS:

Send letter of interest, resume, and three references to:

Executive Director Search Committee
Robert Stalker, Chair
Legal Services of Northern California
517 12th Street
Sacramento, CA 95814

LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER THAT VALUES THE DIVERSITY OF ITS STAFF AND SEEKS TO

FOSTER A CULTURE OF INCLUSIVITY AND BELONGING. LSNC ENCOURAGES WOMEN, NON-BINARY AND TRANSGENDER PEOPLE, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, PANSEXUAL AND QUEER PEOPLE TO APPLY

Job Description

Position: Executive Director

Summary

Under the direction of the Board of Directors, provide leadership and oversight to ensure the successful and continued organizational pursuit and fidelity to the anti-poverty mission of Legal Services of Northern California.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership and oversight, in collaboration with the Director of Advocacy and Litigation, the Regional Counsel, and the Executive staff, to ensure that the major decisions relative to the substantive advocacy of the program will prioritize and advance the anti-poverty mission and community lawyering model of LSNC, including personal participation and engagement in decisions concerning the impact advocacy (including litigation and legislative/administrative advocacy) of the program.
2. Provide leadership and oversight, in collaboration with the Executive staff, to ensure the recruitment, hiring, training, performance evaluation, and retention of advocacy managers and staff who will aggressively pursue the anti-poverty mission and community lawyering model of the program, including personal participation in the advocate hiring decisions as well as the hiring of the managers, and engage in the personal supervision, training, and evaluation of the managers.
3. Provide leadership and oversight to ensure the financial health of LSNC, including supervision of and collaboration with the Finance Director and Facilities Manager for the development and implementation of the annual budgets, audits, and operating procedures necessary to guarantee the long-term fiscal integrity of the program; to maintain in good condition the physical facilities, office buildings, and property of the program; and, in collaboration with the Director of Information and Technology and the Executive advocacy staff, develop and implement appropriate technological systems and operations (including the incorporation of Artificial Intelligence) that will facilitate the efficient operations of the program.

4. Provide leadership and oversight to ensure compliance with all applicable rules, regulations, and policies required by federal, state, and local funders, especially the Legal Services Corporation and the Trust Fund Commission of the State Bar of California; exercise personal review of all major compliance issues; and to appropriately and personally engage with the leadership of LSC, the Trust Fund Commission, and other significant funders/regulators.
5. In collaboration with the Executive Staff, provide leadership and engage in personal and proactive oversight of LSNC's multiple offices and projects to ensure equity, fairness, and efficiency between and among its various components and staff, and to always promote the cohesiveness and unity of the organization as a whole.
6. Participate and provide leadership in national, state, and local legal services activities and communities to positively impact LSNC funding, professional development of staff, and quality of services, and to personally engage with the leadership of representatives of such communities (e.g., the Legal Aid Association of California).
7. Provide leadership and oversight, in collaboration with the LSNC Pro Bono Manager, to increase private attorney involvement in LSNC work through the pro bono programs of LSNC, and to participate in local, state, and national bar association efforts to promote and increase such pro bon participation.
8. Provide leadership and supervision over LSNC engagement, interactions, and periodic negotiations with its collective bargaining unit (NULAW), and to ensure compliance with all federal, state, and local laws governing personnel, labor, and employee relations, with the overall goal of promoting unity and respect among all classifications of LSNC staff and employees.
9. Provide leadership and oversight, in collaboration with the Executive staff, over program communications, fundraising, and other external relations activities; personally engage and interact with local community-based organizations that support the work of LSNC and its clients; oversee the client complaint resolution process.
10. Report to and advise the Board of Directors of LSNC and implement its policies, directives, and By-Laws.

KNOWLEDGE AND EXPERIENCE REQUIRED:

Significant legal practice with low-income clients and successful legal experience advocating major substantive issues of poverty law, including understanding of the structure of federal and state trial and appellate litigation; significant experience and engagement with low-income communities, especially rural and marginalized communities; understanding of and experience in the management and operations (including grant and fiscal management and control) of

non-profit legal services/public interest law organizations, especially Legal Services Corporation and California Trust Fund Commission grantees.

SKILLS REQUIRED:

Excellent legal analysis, judgment, writing, decision-making, and advocacy skills; excellent interpersonal skills and judgment; effective teaching and organizational skills. Proficiency with technology commonly used in the delivery of legal services, including case and grant management reporting systems, and technology systems used to manage the practice of law. Willingness and aptitude to learn new skills and systems.

EDUCATION/BACKGROUND REQUIRED:

California Bar required or pass within one year of hiring. Ten years significant legal practice with low-income and disadvantaged clients. Experience in the management of a Legal Services Corporation funded organization strongly preferred.