



PUBLIC JUSTICE

IMPACT. CHANGE.

National Headquarters 1620 L Street NW, Suite 630, Washington, DC 20036
West Coast Office 475 14th Street, Suite 610, Oakland, CA 94612

JOB ANNOUNCEMENT

Please post and inform potential applicants.

July 2022

DIRECTOR OF BOARD DEVELOPMENT & STRATEGY OAKLAND, CA, WASHINGTON, D.C. or REMOTE

Public Justice, a non-profit legal advocacy organization that takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights and liberties, and the destruction of the earth’s sustainability -- is seeking to hire an experienced strategist and leader to manage the organization’s Board development and governance work, serve as the organization’s chief Board relations officer, work closely with the volunteer Board Members to assist them in fulfilling their duties, oversee Board and annual fundraising events and serve as a partner to the Executive Director and management team in the day-to-day management of the organization’s Governing and Emeritus Boards of Directors.

This is an exempt position, is open immediately, and reports to the Vice President of External Affairs. Our preference is for this position to be based near our Washington D.C. or Oakland, CA, offices, but we will consider applications from especially qualified candidates seeking to work remotely from other parts of the country.

Responsibilities:

- Serve as a primary point-person, project manager and facilitator for Public Justice’s 63 Member Board of Directors, 30+ Past Presidents and the organization’s Emeritus Board, providing critical information, insight and guidance regarding Board best practices, governing strategies, bylaws, resolutions, policies and procedures and providing expert staff counsel to the Executive Director and Board leaders, especially Public Justice’s Board President and Executive Committee.
- Provide staff leadership to the Board Development and Nominating Committee to support a successful board recruitment and elections process that meets the Board’s needs, including:
 - Serving as primary staff liaison to the BDN Committee;
 - Ensuring the proper tracking of Board terms, renewals and Board service history;
 - Managing the annual BDN calendar for nominations, election and other critical and time-sensitive timelines;

- Overseeing election balloting and outcome, including managing and distributing the Board candidate roster;
- Vetting potential Board candidates and nominees; and
- Managing the Board mentorship program for newly elected Board Members.
- Ensuring proper tracking, and quarterly reporting of, annual Board service requirements and Board Members' status vis a vis requirements.
- Serve as a secondary staff liaison to the Board Executive Committee, working closely with, and advising, the Board officers and Executive Director on Board governance and management issues.
- Oversee preparation, editing and management of all Board and Committee meeting minutes, and work with the Secretary of the Board on minutes and other Board communications and record-keeping work.
- Ensure timely preparation and distribution of the organization's quarterly Board package.
- Anticipate Board needs and questions, and provide timely and proactive solutions to Board leadership and the Executive Director.
- Work closely with, the organization's Senior Meeting and Events Manager to ensure high-level customer service experiences for Board Members and other key constituencies at all meetings and events.
- Serve as a liaison to Board Members and Committees, including the Board's Diversity, Equity, Inclusion & Accessibility Committee and the Board Development & Nominations Committee, and advising on Board communications, policies, bylaws and resolutions as they impact all programmatic, operational and governmental aspects of the organization.

Qualifications:

- Minimum 10 years of senior-level administrative, governance, Board or similar experience advising and working with organizational or other leaders.
- Exceptional communication, writing and editing skills.
- Self-motivation and proven ability to work as part of a team.
- Strong work ethic, initiative, and sound, yet creative judgment.
- Willingness to travel as needed, including to quarterly Board meetings and other organizational meetings and events.
- Sensitivity to the needs and concerns of and the ability to work with individuals and groups from diverse cultures, backgrounds and orientations.
- Prior experience in non-profit or governmental Committee, governance or other administrative leadership positions a plus.

We offer a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We provide excellent benefits, including three weeks of paid vacation, two weeks of sick leave, two personal days each year, all federal holidays and some local, employer-paid health, dental and vision insurance premiums, and a 401(k) plan. The salary for this position will be between \$110,000 and \$125,000.

Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement, including remote work, based on disability or a sincerely held religious belief will be considered.

Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and

bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email lhughes@publicjustice.net.

To Apply: Interested candidates should submit a

- Cover letter that conveys why you are drawn to Public Justice’s mission and what makes you a good fit for this position.
- Resume.
- Contact information for three references.
- Relevant writing sample, either unedited or only lightly edited by someone other than you. Please include a cover sheet explaining the extent of editing by someone else.

Your application should consist of two electronic files: (1) your cover letter, resume, and references in a single .pdf file; and (2) a writing sample in another .pdf file. Please submit both files to sralls@publicjustice.net with the subject line “Director of Board Development & Strategy.” Applicants are encouraged to submit their materials by July 29, 2022, at which point applications will be reviewed on a rolling basis until the position is filled.