



Position Specification

Chief Executive Officer



CONFIDENTIAL POSITION SPECIFICATION

Organization	Public Justice
Position	Chief Executive Officer
Location	Washington, D.C.
Reporting Relationship	Reports to the Board of Directors
Website	www.publicjustice.net

THE ORGANIZATION AND MISSION

In January 1982, Public Justice was founded as Trial Lawyers for Public Justice. Today, Public Justice is a nonprofit legal advocacy organization dedicated to challenging 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.

Through its dedicated public interest advocates and movement-aligned advocacy campaigns, Public Justice connects high-impact litigation with strategic communications and the strength of its partnerships to fight abusive and discriminatory systems and win social and economic justice. Public Justice’s vision is a society where a person’s opportunities and outcomes in life are not dictated by their race, gender identity and expression, sexual orientation, political and economic power, or other social identities. Public Justice strives for a just and equitable society whose systems and institutions are explicitly anti-racist and anti-sexist and serve the common good for the benefit of all.

THE OPPORTUNITY

As Public Justice embarks on an exciting new chapter in its history, the organization will be selecting a new Chief Executive Officer to lead the way, who will serve as only the third leader of the organization since its inception. Last spring, Executive Director Paul Bland, a renowned litigator and nationally respected authority on preserving class litigation and fighting forced arbitration, announced that he plans to step down from the organization in May 2024, ten years after taking the helm. Bland has played a pivotal role in the organization’s growth and success over the last two decades.

The new Chief Executive Officer will have an incredible opportunity to build on a rich legacy and further accelerate the organization’s mission. This leader will join at a moment in which the nonprofit has recently celebrated 40 years of service. In 2022, Public Justice proudly announced its [#40Cases40Years campaign](#), highlighting landmark cases. These are great examples of the ongoing and significant impact of Public Justice’s stellar legal advocacy on behalf of stakeholders who need it most.

The Chief Executive Officer will lead this national legal advocacy organization and will be responsible for achieving the mission of the organization and for the overall direction and supervision of the work of Public Justice. The Chief Executive Officer is the principal



spokesperson for the organization in communicating the purpose and mission of Public Justice both internally and externally. The Chief Executive Officer will be responsible for maintaining and growing the organization through robust governance, strong management, fiscal responsibility, budget oversight, fundraising, effective communication, and team building.

ROLES/RESPONSIBILITIES

Strategic Planning and Leadership

- Articulate a clear vision for the organization.
- Guide the organization's strategic planning, along with annual and long-range strategic goals. Develop activities and programs to achieve the goals.
- Ensure the effective and efficient performance, coordination, and integration of all aspects of Public Justice's operations with assistance from the Management Team.
- Develop Public Justice's diverse, dynamic, and integrated team and foster a culture of collaboration, empowerment, and accountability.
- Promote a respectful workplace that values staff, encourages teamwork, and supports diversity, inclusiveness and transparency in decision making.
- Bring visible energy and enthusiasm to Public Justice's work environment.

Governance

- Maintain a transparent relationship with the Board and work collaboratively with Board members to set Public Justice's strategic direction and policies, enabling the organization to adapt to a constantly changing external environment.
- Assist the Boards of the Public Justice Foundation and Public Justice, P.C. in fulfilling their responsibility to establish policy for Public Justice.
- Identify issues and policies that require Board action or action by the Executive Committee of the Public Justice Foundation and make recommendations based on the available information.
- Ensure the organization's compliance with all applicable laws and legal requirements.
- Uphold and adhere to the policies and Bylaws of the organization.
- Implement the policy decisions and directives of the Board(s).
- Report regularly to the Board(s) and otherwise ensure the Board(s) are fully informed of all organizational activities and any developments, risks, and challenges which may affect the organization's well-being. Provide accurate reports and annual budget.
- Serve as the main point of contact between the staff and the Executive Committee of the Public Justice Foundation and its officers.
- With the assistance of the staff and Board leadership, identify and help cultivate existing Board members for greater leadership opportunities, emphasizing development and diversity and inclusion.
- Support and work with the Board Development & Nominating Committee to develop a slate of candidates each year for election and appointment to the Board of the Public Justice Foundation.



External Relations

- Strengthen Public Justice's image and brand among policymakers, advocacy organizations, the media, donors, and its membership.
- Serve as the public face and official spokesperson of Public Justice.
- Ensure Public Justice's leadership serves as thought leaders in progressive law and policy through speaking engagements, special events, and face-to-face meetings with policy makers and other leaders and influencers.
- Network with members, other attorneys, and other legal and public interest group leaders to increase Public Justice's visibility and collective impact, and to inform and enhance Public Justice's litigation, case development, communications, and development plans and activities.
- Identify opportunities to collaborate with Public Justice's members and allied groups in litigation, communications, and development activities.
- Work closely with the Vice President of Communications, Marketing, and Branding to communicate with Public Justice's membership, plaintiff's lawyers, the legal community, the public interest community, and the public, including through articles for general interest and legal publications, speeches, and regular blogging.
- Provide insight and feedback, identify opportunities, and make recommendations to the Vice President of Communications, Marketing, and Branding regarding communications on an ongoing basis.

Financial Management

- Ensure the long-term financial security of the organization and protect it against unreasonable risks.
- Monitor all financial and accounting activities of the organization with assistance from the Vice President of Finance.

Development and Membership

- Serve as a chief fundraiser for the organization in partnership with the Board of Directors and development team.
- In partnership with the Vice President of Development, play a substantial role in cultivating and raising funds from potential and current members and supporters, with special emphasis on major donors and foundations.
- Respond directly or delegate a response from the Vice President of Development to requests for *cy pres* applications, declarations, or other documentation.
- Provide insight and feedback, identify opportunities, and make recommendations to the Vice President of Development regarding fundraising on an ongoing basis.

Litigation and Other Program Activities

- Maintain and increase expertise in legal areas of most significant concern to Public Justice, including areas given high priority in strategic planning.



- Designate attorneys responsible for leading the accomplishment of specific objectives and provide guidance and feedback to them.
- Provide insight and feedback, identify opportunities, and make recommendations to attorneys on an ongoing basis.

Personnel Management

- Approve all staff hiring, promotion, and separation actions, or delegate the responsibility to senior-level staff members with respect to non-management positions.
- Approve the compensation, benefits, and working conditions of the staff or delegate the responsibility to senior-level staff members with respect to non-management positions.
- Approve all changes to the organization's policies and procedures manual.
- Ensure compliance with the organization's personnel policies and applicable laws.
- Meet regularly with senior-level staff members to ensure they are executing their duties and responsibilities, while also providing these leaders with appropriate autonomy.
- Identify and provide professional development opportunities for staff.
- Manage direct reports and conduct annual reviews, focusing on a review of the previous year, goals for the next year, and required resources.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

The next Chief Executive Officer will be a leader with a demonstrated passion for Public Justice's mission. The executive will be a highly motivated visionary and an inspiring leader. Candidates should possess successful leadership experience serving at the helm of a comparable organization and/or a portfolio of significant contributions to legal advocacy matters that align with the mission of Public Justice.

Desired qualities and background include:

- Strategic mindset and the ability to create, plan, share, and implement the organization's vision. Ability to turn strategy into concrete action plans, and to influence and motivate others toward reaching organizational goals.
- Experience in most, if not all, functions of the Chief Executive Officer, including interfacing with a board of directors, managing a major budgetary function, and participating in resource development and public relations.
- Politically savvy, with experience building and sustaining relationships with many constituencies, both internal and external.
- Collaborative, approachable, and accessible, with high EQ to foster the growth of a highly productive team. Proven ability to attract, develop, recognize, and retain top talent.
- Demonstrated commitment to diversity, equity, and inclusion.
- Strong professional ethics, transparency, integrity, and accountability in all actions.



EDUCATION

An undergraduate degree and a Juris Doctorate or higher degree of law.

COMPENSATION

The anticipated salary range for this position is \$275,000 to \$300,000 annually.

KORN FERRY CONTACTS

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