



Administer Justice

Vice President Legal Services Opportunity Profile

Administer Justice (AJ) is a national ministry headquartered in Elgin, Illinois, empowering vulnerable neighbors with the help of a lawyer and the hope of God’s love through the home of the church. Our vision is to expand access to justice and Jesus through 1,000 Gospel Justice Centers transforming lives in the name of Christ. Before this can happen, we need a talented Vice President of Legal Services. AJ’s VP of Legal Services will lead a high impact team responsible for onboarding, equipping, and energizing Gospel Justice Centers, attorneys, and team volunteers. They will serve on the leadership team and work in doing something that has never been done before—advance gospel justice for the underserved through local churches across America.

THE PROBLEM WE ARE ON MISSION TO SOLVE

Today there is a crisis in America. It goes beyond the economy, the pandemic or race relations. When you look carefully, even within your own neighborhood, the crisis leaving a devastating wake —is in our Justice System. America ranks 110th in the world for providing affordable access to justice. Today, one in three Americans cannot afford the high cost of lawyers. Did you know that one of your neighbors is turned away from legal help every second—that is 120 people in the time it takes to read this page —and 36 million requests this year. While TV and movie characters say “you have the right to a free attorney” that is only true if you are charged with a serious crime—NOT if you are the victim of violence, unfairness, or discrimination. Without legal guidance, individuals are 21% more likely to be abused, 47% more likely to experience financial, physical, and emotional loss, and 70% more likely to need public assistance. But what is equally devastating is the confusion, isolation, and fear our neighbors experience as they face legal challenges alone.

Mission: Since 2000, Administer Justice has stood in the gap to empower vulnerable neighbors with the help of a lawyer and the hope of God’s love. We exist to invite others to use their gifts to advance God’s kingdom of justice and righteousness. God’s heart beats for justice for the poor which is the second most prominent theme in the Bible. Because He cares, so do we. While Americans face 150 million civil legal issues a year, only one in five problems are ever reported and only 14% of those problems receive adequate attention. In a nation that pledges, “liberty and justice for all,” that should not be. As Christ followers called to administer true justice (Zech. 7:9), that must not be. Together we can change that story.

Vision: Our vision is to see 1,000 Gospel Justice Centers transforming lives in the name of Christ. Transformation takes place as a trained team of volunteers establish neighborhood Gospel Justice Centers. Each Center uniquely Affirms dignity & sustainability, is Biblical & Holistic, while being Church-led, team-supported and neighborhood based. The team provides legal, social, and spiritual support through a Justice Champion leader, Community Advocate promoter, Hospitality Specialist, Prayer, Intake Specialist, Interpreter, Attorney, Client Advocate, and Client Follow-Up Advocate. Our logo demonstrates many diverse hands coming together to shine the light of the Holy Spirit into the darkness of injustice. We multiply impact through volunteers using their gifts to do justice, love kindness and walk humbly with



God (Mic. 6:8).

Values: No one does justice alone. We value everyone doing their P.A.R.T. (1 Cor.12:12). We are *professional, adaptive, result-oriented, team-players*. We live these values through our work knowing that our boss is Jesus. We embrace the truth that “Whatever you do, work heartily, as for the Lord and not for men,” (Col. 3:23). Our values drive us to measure and improve results. We perform with excellence because we know we will give an account. This drives us to work through three teams to Engage, Equip and Ensure great outcomes. As a team, we use a model called Traction to align our mission, vision, and values. We align ourselves around a common desire to get it, want it, and have the capacity to do our part.

YOUR OPPORTUNITY

Administer Justice is currently seeking a talented full-time VP of Legal Services to scale our fast-growing national ministry. We are looking for a hardworking, passionate, strategic executor with demonstrated leadership in leading a team, legal resource innovation and deployment, and volunteer engagement for client impact. This person is excited for the joy and challenge of applying his or her time, talents, and treasures to make a significant impact in the lives of thousands of vulnerable neighbors as they seek justice and find freedom to the glory of God.

The VP of Legal Services will lead a team of seven individuals and work with Gospel Justice Center Justice Champions and volunteers. Presently, the team includes:

- Volunteer Director (FT), based at HQ
- National Support Center (NSC) Manager (FT), based at HQ
 - Three Client Intake Specialists (PT), based at HQ (report to NSC Manager)
- Director of Operational Excellence (FT), based at HQ
- Low Income Tax Clinic (LITC) Director (FT), based at HQ

Ministry Highlights:

- CEO Bruce Strom is the author of Gospel Justice and a national leader in biblical justice for the poor and vulnerable.
- The Salvation Army recently signed off on promotion of Administer Justice in all their sites in the Western Territory (14 western states).
- Two-million-dollar donations were recently secured.
- A major marketing initiative is under way to reach attorneys and encourage volunteer service.

The new VP of Legal Services will contribute to a highly collaborative leadership team led by the organization’s COO, Jules Roper. A successful VP of Legal Services will exhibit the following traits:

Strategic Thinker

- Proactive partner with the senior leadership team on all strategic issues as they arise; providing recommendations based on client and volunteer experience and outcome analysis.
- Help lead AJ’s approach to state-by-state Gospel Justice Center and legal volunteer growth planning through state supreme court filings (legal services provider, Emeritus status, & CLE provision for attorneys).
- Lead the strategy for the volunteer communication, engagement, and on-going support.
- Lead and implement AJ’s strategic approach to legal education and training.
- Leverage technology to streamline and improve the quality of the volunteer and client experience.

Leader

- Lead the Equip Team in setting goals, milestones for completing, and measurables to advance new center openings, volunteer team health, and client service.
- Lead the Equip Team in regular meetings to identify issues that create barriers to progress.

- Lead the Equip Team in the design and optimization of key processes including the onboarding of Gospel Justice Centers and volunteers, coordination of attorney service, and continuous improvement/operational excellence.

Team Player

- Drive cross-functional collaboration for good communication between teams internally, between teams and volunteers, and with outside stakeholders.
- Collaborate with Gospel Justice Center Justice Champions and attorneys.
- Critically evaluate all program delivery processes for improvement and communication as needed across teams.

The impact you will have: When done well you will experience joy from:

- Knowing you were used by God as his instrument in moving his church and his people to advance his heart for justice in a way that has never happened before.
- Seeing the success of the ministry resulting from volunteers living out God’s calling to do justice.
- Knowing your leadership led to exponential ministry growth and client impact.
- Seeing national impact and lives transformed through state-by-state expansion of Gospel Justice Centers.

SKILLS NEEDED

The skills needed to ensure the success of the role include:

1. **Competent** – A humble, strategic thinker with a big-picture mentality who demonstrates leadership of teams toward a common mission. This leader will enjoy the pace of a high growth environment, is not scared of “failing fast”, and embraces the challenge of the opportunity before them.
2. **Committed** – Passionate about the mission of the organization. Demonstrates grit in pushing through obstacles to advance God’s heart for justice. This leader is creative, proactive, and productive. This leader is a hard worker who is concurrently fully dependent on God to accomplish the work.
3. **Communicative** – Able to communicate the opportunity to attorneys, volunteers, and other stakeholders in writing and speaking. Generous and able to share the joy of generosity. Naturally pursues the interest of others ahead of the interest of Administer Justice. We are a guide to God’s heart for justice, not the hero of justice. This leader will appreciate his/her team, enjoy leading them, and is open to thought partnership and collaborating with leadership.
4. **Creative** – Flexible, thinks outside the box, figures out how to say “yes” and make things possible! This leader will ask excellent questions of the staff and leadership. The ideal candidate seeks opportunities to advance the mission and helps lead the organization into the exciting future God has for Administer Justice. This leader is a forward-thinker, gifted in technology, and eager to build a strong foundation for Gospel Justice Center longevity.

WHAT SUCCESS LOOKS LIKE

Success in this role is measured by:

- Growth in new Gospel Justice Centers
- Growth in volunteers serving
- Growth in clients served
- High experience and outcome scores for both clients and volunteers
- Developing scalable eLearning curriculum for training and on-going development and cultivation through AJ Academy for all volunteer types (Pathwright Learning Management System)
- Successful state growth strategy with state supreme court filings and state regulations compliance matters (legal services provider, Emeritus status, & CLE provision for attorneys)
- Successful advancement of Equip Team goals, objectives, and processes.

QUALIFICATIONS

- In a growing, energetic relationship with Jesus Christ and aligned with Administer Justice’s Statement of Faith.
- A collaborative and flexible style, with a strong passion for expanding access to justice and Jesus. Needs to be a team player who advances “we” not “me.”
- Must have a Juris Doctorate and at least five years of legal experience (experience in poverty law desired).
- Demonstrated understanding of strong analytical skills and experience interpreting a strategic vision into an operational model.
- Demonstrated effective interpersonal skills, resourceful and creative problem-solving, conflict, and ethical management.
- Motivated by good stewardship and seeing the impact that has on the team as they advance God’s kingdom of justice.

COMPENSATION

The position is full-time salaried exempt and provides health insurance, retirement, phone stipend, holidays, paid time off days, education stipend, and other reimbursements. Compensation is benchmarked against not for profits of comparable size.

INQUIRY PROCESS

If after reading this description, you have interest in the VP of Legal Services position at Administer Justice and feel you meet the qualifications for the role, you are invited to submit the following information for consideration:

- Your resume or CV (in Word format).
- 3 references (at least 1 ministry, 2 professional peer/colleague). Include phone and email information for each reference. *These references will be contacted later in the process and only with your prior approval.*
- Written response to:
 - Share your personal faith story. How and when did you enter a personal relationship with Jesus Christ? How have you been growing spiritually? How do you stay spiritually refreshed amid a busy life?
 - What specifically about Administer Justice is attracting you to apply for this position? What experiences and/or accomplishments have you had that make you an ideal fit for the position?
 - Please read “Time-Tested Distinctives for Transformative Gospel Justice Impact” and share two insights that struck you most and why.

Please submit your information to:

Jules Roper, (jroper@administerjustice.org) COO, Administer Justice.