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## **Education Law Center-PA Pittsburgh Director**

### **Who We Are:**

The Education Law Center-PA is a statewide civil rights advocacy organization that has played a leading role on key issues of educational equity since 1975. ELC employs a broad range of strategies to ensure that all children in Pennsylvania have access to a quality public education, including direct legal representation, impact litigation, educating stakeholders, supporting community-based groups, and engaging in policy advocacy at the local, state, and federal levels. Our work focuses on issues of access and equity for students historically underserved by public education, including students of color, students with disabilities, multilingual learners, LGBTQ and gender non-conforming youth, students experiencing homelessness, and students involved in the foster care and juvenile justice systems. We work to dismantle the school-to-prison pipeline, advocate for fair funding for public schools, and ensure that all children have access to the full range of public education opportunities. We provide services statewide through our offices in Philadelphia and Pittsburgh.

The Pittsburgh office regularly collaborates with local community organizations and provides direct legal services to families in Western Pennsylvania and partners with the Philadelphia office on statewide impact litigation and policy advocacy. ELC 's Pittsburgh office has been delivering services to our community in Western Pennsylvania for nearly four decades.

### **Position Overview:**

We are seeking a Director of our Western Pennsylvania Office in Pittsburgh who will report directly to the Executive Director based in Philadelphia. The candidate should have a demonstrated commitment to public interest law, civil rights, racial justice, and advancing the rights of underserved populations.

The Pittsburgh Director provides leadership and direction to the Pittsburgh office, including overseeing direct service to underserved students, participating in local and statewide policy advocacy and litigation, building and strengthening community partnerships, and engaging with funders and board members.

The Pittsburgh Director fosters a culture of partnership and collegial working relationships within and across the offices, manages the team in Pittsburgh, and represents ELC throughout the community and region. The Pittsburgh Director serves as a critical member of the statewide ELC leadership team, collaborating with the Executive Director and leadership team in the Philadelphia office to deliver on ELC's mission of ensuring access to a quality public education for all children in Pennsylvania.

**Responsibilities** include the following:

**1. Direct Service Leadership, Policy Advocacy & Litigation (35%)**

- Oversees the delivery of ELC legal services in Western Pennsylvania, including via Intake Helpline, ensuring culturally-competent services that center racial justice. Directs the day-to-day work of the Pittsburgh-based staff.
- Ensures the overall quality of service delivery and effective human resources allocation.
- Coordinates with Philadelphia-based Legal Director, who oversees ELC's litigation efforts, to identify individual and systemic representative matters.
- Directly handles a select caseload of individual and systemic representative matters.
- Helps identify and address policy advocacy opportunities at the local, state, and federal levels.

**2. Community Partnerships & Coalition Building (25%)**

- Represents ELC in the Community. Develops and enhances productive, collaborative, culturally-competent relationships with community partners, families, policy makers, school districts, and other not-for-profits in Western Pennsylvania.
- Develops plan for and oversees implementation of community outreach and education and training plans.

**3. Development, Engagement & Reporting (25%)**

- Engages with existing and potential Board members representing ELC in Western Pennsylvania.
- Along with ELC's Development Team, supports ongoing development efforts of ELC, including participation in grant writing and donor cultivation to help ensure sustainability of Pittsburgh office.
- Ensures compliance with grant agreements, contracts, and other committed deliverables.
- Collaborates with Executive Director in funder reporting and communication. Works with Executive Director and other ELC directors as needed on programmatic and fiscal reporting and funding applications for major funding streams.

**4. Leadership & Collaboration (15%)**

- The Pittsburgh Director serves as a member of the ELC leadership team, participating in leadership meetings and contributing to the team under the direction of the Executive Director, helping ELC organizationally to create and implement strategic work plans that meet our mission and center racial justice.
- Leads participation in local and statewide team meetings, projects, and statewide advocacy initiatives and organizational programs across ELC.
- Collaborates with Philadelphia-based organizational staff functions – including Finance and Operations, IT, and HR, to ensure effective and consistent management of the Pittsburgh office operations, creating efficiencies and championing change management initiatives.
- Coordinates with Philadelphia office and consultants regarding Western Pennsylvania based public relations and communications.
- Oversees implementation of statewide ELC employee and other policies, ensuring compliance with organizational procedures and with local, state, and federal law.

**Ensuring that all of Pennsylvania's children have equal access to a quality public education.**

**Experience:**

- 10+ years of experience as a licensed attorney with leadership experience in a company or nonprofit organization, a law school, branch of a court system, law firm, corporate law department or relevant government agency or other organization within the legal system. Litigation experience preferred. Experience with education law and/or policy a plus.
- Management experience in leading with inspiration and vision.
- A demonstrated interest in public interest law, civil rights, racial justice, and advancing the rights of underserved populations.
- Possesses an unwavering commitment to ELC's mission of advocating for underserved students — children of color, children living in poverty, children with disabilities, children in the foster care and juvenile justice systems, multilingual learners, LGBTQ and gender non-conforming youth, and children experiencing homelessness.
- Possesses the ability to lead and supervise while managing a select caseload of individual and systemic matters and building collaborative relationships within the staff and the community.
- A track record in advocacy, providing legal advice and representation, education, community outreach, and managing the delivery of services is very helpful.
- A team and coalition builder who facilitates a collaborative working environment in Pittsburgh and across offices.
- Experience in hiring, onboarding, and supervising a strong intra and interoffice team.
- Experience with donor/funder outreach a plus.
- A highly collaborative problem-solver who encourages and values input from the community in creating effective community solutions.
- Strong analytical and critical thinking ability, including capacity to manage multiple complex projects efficiently and effectively.
- Values diversity. A track record of developing effective working relationships with diverse employees and partners at all levels.
- A commitment to cultivating an inclusive environment that affirms and celebrates the backgrounds, learned and lived expertise, whole identities, and individual perspectives of staff.
- An understanding of the issues facing Western Pennsylvania.
- Excellent interpersonal, written, and oral communication skills. The ability to interact effectively with parents, students, child-serving professionals, legislators, superintendents, opposing counsel, donors, etc.

To apply, please submit a letter of interest and a curriculum vitae by email to [hr@elc-pa.org](mailto:hr@elc-pa.org) with "Pittsburgh Director" in the subject line. Applicants will be reviewed on a rolling basis. The salary is commensurate with experience and generous benefits are provided. The Education Law Center values diversity and an inclusive culture. ELC is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender identity, sexual orientation, disability, age, marital status, or status with regard to public assistance.