

## **Executive Director of the Illinois Supreme Court Access to Justice Commission**

The Illinois Supreme Court Access to Justice Commission (“Commission”), created by the Illinois Supreme Court in June, 2012 to expand and improve access to justice in Illinois, is seeking an Executive Director. The purposes and duties of the Commission are set forth in the Order creating the Commission (a copy of which is available [here](#) and [here](#))

### **Position Overview**

The Executive Director is responsible for overseeing and coordinating all activities of the Commission. The Executive Director will report to the Commission Chair and be employed by The Chicago Bar Foundation (CBF). The Executive Director will work in close collaboration with the Chair, other members of the Commission and Commission committees, the Illinois Supreme Court, the Administrative Office of the Illinois Courts, volunteer staff from the CBF and other Commission partners, and any consultants retained by the Commission. The Executive Director will be based in Chicago, but periodic travel throughout the State of Illinois will be required.

### **Qualifications Include:**

- A J.D., with experience practicing law strongly preferred
- A minimum of 5 years of relevant work experience
- Pro bono or legal aid experience and experience working with the judiciary is also preferred
- Solid understanding of access to justice issues, the courts, and the needs of low and moderate income clients
- Demonstrated leadership and management skills
- Ability to work collaboratively with people and organizations representing diverse interests; experience staffing boards or committees is preferred
- Excellent oral and written communication skills
- Strong political and interpersonal skills
- Organization and planning experience and skills
- Marketing and communication experience
- Ability to recognize statewide access to justice priorities and work cooperatively to support their accomplishment
- Ability to analyze complex issues and to develop realistic and relevant plans
- Experience working with diverse groups participating in policy development, including national, state and local government officials
- Ability to prioritize and handle multiple projects simultaneously and to work independently with limited supervision

## **Responsibilities**

- Provides staff support to the Commission Chair, Commissioners, volunteer staff and the various Commission committees
- Coordinates all Commission meetings and activities
- Develops meeting agendas and drafts meeting minutes for Commission and Commission committees
- Works collaboratively with volunteer staff and other Commission partners to advance the work of the Commission and its Committees
- Coordinates and assists in planning presentations and listening conferences across the State involving bar associations, law students, law firms, government agencies, lawyers and the general public interested in the development of and participation in access to justice programs
- Manages any consultants retained by the Commission
- Collaborates with and provides information to national organizations
- Represents the Commission at key access to justice events in Illinois and at national access to justice conferences
- Develops and maintains official Commission website
- Acts as point person for all inquiries to the Commission
- Coordinates and manages Commission events, such as the Commission's annual Access to Justice Conference

## **Salary**

Salary range is \$80,000 to \$90,000, based on experience, plus benefits.

## **How to Apply**

The Commission and The Chicago Bar Foundation are equal opportunity employers.

Applicants should send their resumes and cover letters to Jeffrey D. Colman, Chair of the Commission, via email to [jcolman@jenner.com](mailto:jcolman@jenner.com) by January 11, 2013. No phone calls please.