



Sacramento ♦ Escondido ♦ Eureka ♦ Bishop

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## **Executive Director Position Available – Sacramento Office**

### **What We Seek:**

California Indian Legal Services (CILS) seeks an Executive Director to lead a well-established and highly regarded statewide, public interest law firm that is dedicated to creating a better and more humane society for California tribes and Indians. This is an exceptional opportunity for an individual committed to and knowledgeable about Indian affairs to lead CILS into a new era of its work to protect and advance Native American rights.

### **Who We Are:**

Founded in 1967, CILS is the oldest public interest Indian rights law firm in the country, promoting the fundamental rights of California tribes and Indians through litigation, legislative and administrative advocacy, community development, and other strategies for systemic change. CILS is a state and national leader in protecting and advancing the rights of California Indians, and each year works with dozens of tribes in the state and thousands of Indian individuals and families.

CILS provides a full range of legal representation to California Indian tribes and Indian organizations, advocates for the rights of California Indians at the local, state, and national levels, and provides direct services and community education to low-income Indian individuals on issues related to federal Indian law. Our work includes such diverse practice areas as the Indian Child Welfare Act, trust lands, Indian probate, Indian cultural and religious rights, tribal community and economic development, tribal justice systems, tribal governance, tribal social service delivery systems, protection of sacred sites, and environmental protection.

CILS has an annual operating budget of approximately \$3.1 million, derived from a wide variety of sources, including federal and state grants, tribal donations, and tribal grants and contracts. The central administration of CILS, as well as a field office, are to be located in Sacramento.

Additional field offices are located in Bishop, Escondido, and Eureka. We have administrative staff and lawyers/advocates located in each office. Our Board of Trustees is comprised of California Indians appointed by Indian tribes and organizations across the state, as well as representatives appointed by the State Bar of California.

Additional information about CILS may be found on our website, at [www.calindian.org](http://www.calindian.org).

### **Position Summary:**

The ideal candidate for this position will be a dynamic leader who brings passion, strategic thinking, and a strong commitment to seeking justice for Indian people. The Executive Director is the primary spokesperson for CILS, oversees its programs and legal and administrative staff, and has overall

responsibility for day-to-day operations. The position will be located in Sacramento but the Executive Director will be expected to travel to each of the branch offices as required.

**Roles & Responsibilities:**

- Provide leadership and vision required to sustain and expand CILS' role in the California Indian community
- Provide effective management of CILS' staff and operations to ensure that the priorities of the organization are met
- Strengthen and expand CILS' relationships with California tribes and Indian organizations
- Build on CILS' commitment to advancing California Indian rights and set strategic direction for program
- Work closely and effectively with Board of Trustees
- Develop and implement effective strategies to maintain and increase CILS' funding, and diversify CILS' funding base
- Promote CILS and develop effective strategies to increase CILS' positive presence in the community at large
- Maintain CILS' exemplary standing in the legal services community
- Create a positive work environment to continue and enhance CILS' high-quality advocacy
- Maintain high level of knowledge about policies and legislation impacting tribal governments
- Other duties as required to ensure high quality services and effective operations, and as assigned by Board of Trustees

**Highly Qualified Candidates Will Possess:**

- Passion for the mission of CILS and clear vision of CILS' on-going potential to advance the rights of California Indians
- Understanding of the needs of our client community and commitment to legal services for Indian people
- Working knowledge of federal Indian law
- Previous management, strong supervisory skills and administrative ability
- Effective communication, listening, and mentoring skills
- Ability to attract, develop, and retain staff as well as maintain a high level of performance and effectively utilize their talents
- Historical knowledge of California Indian communities
- Practical experience interacting with tribal governments; California's executive and legislative branches
- Demonstrated track record of raising funds and support from a variety of sources
- Admission to the California State Bar or eligibility to practice in California desirable
- The ability to work effectively with the Legal Director to ensure that the mission of CILS is achieved

**Salary:**

Competitive salary based on experience. CILS offers full family/partner medical, vision and dental benefits, AD&D, short & long-term disability insurances, life insurance, Section 125 Flexible Spending Accounts, generous leave policies and potential for annual performance incentive.

CALIFORNIA INDIAN LEGAL SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER. NATIVE AMERICANS, WOMEN, MINORITIES AND THE DISABLED ARE ENCOURAGED TO APPLY.

**Application Procedure:**

Please submit letter of interest, resume, two writing samples and three professional references to Patricia De La Cruz-Lynas, Director of Administration, California Indian Legal Services, **Re: Executive Director Position**, 609 S. Escondido Blvd., Escondido, CA 92025. E-mail  [hiring@calindian.org](mailto: hiring@calindian.org).

**Deadline to Submit Application:**

All interested applicants shall submit their complete applications before **May 7, 2021**.