

Director of Operations / Law Firm Administration – Cincinnati, Ohio June 10, 2019

The Legal Aid Society of Greater Cincinnati (“Legal Aid”) seeks a talented Director of Operations/Law Firm Administrator to manage general office operations, technology, administrative support, and facilities for a 40+ attorney not-for-profit law firm. This is a full-time, exempt position, reporting to the Executive Director.

Legal Aid serves clients in Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren Counties in Southwest Ohio. With two full-service law offices (downtown Cincinnati and Hamilton, Ohio), a budget of \$9 million, and a staff of about 95, including 40 attorneys and 15 paralegals, Legal Aid is southwest Ohio’s largest non-profit law firm. Our mission is to reduce poverty and ensure family stability through effective legal assistance. This position offers a committed, hardworking professional the opportunity to apply skills and talents in an organization that helps over 10,000 families each year.

The Director of Operations is a member of Legal Aid’s senior management team. Success in the position requires strong leadership and project management skills, and the ability to motivate staff, nurture lateral relationships, and communicate effectively with all levels of staff, volunteers and Board members.

The Director of Operations also manages external relationships including vendors, tenants of the Community Law Center Building, consultants, and colleagues in the legal and non-profit communities.

Job Requirements

- Bachelor’s Degree in related field; advanced degree preferred;
- 6+ years management/leadership in professional or non-profit organization;
- Supervisory and teambuilding experience;
- Experience with and conversant in Information Technology;
- Strong interpersonal skills;
- Organized and able to prioritize work;
- Able to effectively coordinate/carryout multiple projects and responsibilities, and work ahead of deadlines;
- Strong attention to detail and accuracy.

Compensation and Benefits

Competitive starting salary commensurate with background and experience. Excellent benefits including individual or family healthcare insurance, employer-paid life and disability insurance, employer-funded retirement plan, generous paid time off.

Application Process

Qualified candidates must submit the listed items, as Word or pdf documents, by email to staffing@lascinti.org. The Subject Line should read: Operations Hiring Committee.

1. Cover letter specific to interest in joining Legal Aid;
2. Current resume, with best telephone and email contact information; and,
3. Contact information for three professional references.

This position is open until filled.

All applications will be acknowledged; please do not call.

The Legal Aid Society is an Equal Opportunity Employer and does not discriminate because of age, race, sex, religion, national origin, marital status, sexual orientation, or disability.

The Mission of the Legal Aid Society is to resolve legal problems of low-income people, promote economic and family stability, and reduce poverty through effective legal assistance. Additional information is available on our website, where you can also find the Legal Aid Society’s Annual Report, at www.lascinti.org.