



MOCK TRIAL • PEER COURT • LAW DAY • CAREER FORUM • CONSTITUTION DAY • MOOT COURT

- Position Title:** Executive Director
- Classification:** Regular part-time, exempt
- Schedule:** Average 25 - 30 hours/week (varies more or less depending on program schedules and demands); some early mornings, evenings and weekends
- Compensation:** Annual salary in the range of \$60,000-\$65,000, no benefits(negotiable)
- Reports To:** Board of Directors and its Executive Committee
- Location:** Newport Beach, California
- Mission:** Inspiring Orange County students through Civics and Educational Experiences

**Organization Description:** The Constitutional Rights Foundation, Orange County (“CRF-OC”) is a non-profit, non-partisan education organization that has been making a positive difference in the lives of Orange County high school students for 45 years. The organization provides high-quality, interactive civics and law-related education programs that connect students directly with volunteer professionals and community leaders, including hundreds of lawyers and judges. CRF-OC’s programs include Mock Trial (including Mock Trial Summer Camp), Middle School Moot Court, Peer Court, Law Day Conference, Constitution Day and the Orange County Career Forum. The programs serve approximately 5,500 students and hundreds of adult volunteers each year and almost all are provided at no cost to participating students. The organization holds an Annual Benefit fundraising event in the fall and a Mock Trial Awards ceremony in the spring. CRF-OC is a registered 501(c)(3) organization. More information may be found at [www.crfoc.org](http://www.crfoc.org).

**Job Description:** The Executive Director manages, directs and implements all operations, strategies and objectives to ensure the continued advancement of the organization’s

mission, working under the general supervision of the organization's 40+-member board of directors, its executive committee and program committees. Primary responsibilities will include, but not be limited to, the following:

- Fund development, including strategic planning and implementation, targeted solicitations of corporate and individual donors, working with external grant consultant to supervise grant research, writing and reporting, and development and implementation of sponsorship and challenge programs;
- Special events, including planning and production of all aspects of an annual fundraising gala (the Annual Benefit) and Mock Trial Awards;
- Budget development and reporting, including financial planning, oversight and compliance;
- Public relations and marketing, including print, web and social media, community outreach, including networking with constituencies, developing collaborative partnerships and promoting CRF-OC at civic and legal events;
- Program development and delivery, providing oversight and support;
- Board communication and support;
- Staff and volunteer recruitment, training and supervision;
- Office administration and facilities management, including database management, including in relation to fundraising and volunteer recruitment;

**Qualifications/Skills/Competencies:**

- Bachelor's degree from an accredited college or university; graduate degree in law or business preferred.
- Management experience with demonstrated organizational, staff and project management abilities; management experience in the non-profit sector preferred.
- Event planning and fundraising experience; grant writing experience preferred.
- Superior writing/editing, communication and interpersonal skills.
- Strong leadership skills, including strategic and critical thinking, problem solving and decision making skills.
- Strong organizational skills, with ability to be flexible and to multi-task.

- Exceptional attention to detail.
- Working knowledge of financial statements.
- Ability to interact effectively, professionally and tactfully with a diverse constituency, including donors, board members, members of the judiciary and legal profession, community representatives, teachers, parents and students; familiarity with the Orange County legal community preferred.
- Ability to work independently, be resourceful and solve problems with minimal direction or supervision.
- Ability to work as a team member in an exceptionally busy, small office environment.
- Impeccable judgment, integrity and ability to be entrusted with sensitive information.
- Strong working knowledge of MS Word, Excel, Outlook and PowerPoint and Google equivalents; experience with Quickbooks and donor database software programs a plus.
- Experience working with standard office equipment such as multi-line phone, and copy machines and standard office procedures such as managing files and records.
- Flexible schedule and ability to work early mornings, evenings and weekends; may be required to work extended hours for programs and special events.

**Please submit a resume and cover letter explaining your interest in the position to:**

[jeffblanklawyer@gmail.com](mailto:jeffblanklawyer@gmail.com)