



Connecticut  
Urban Legal  
Initiative,  
Inc.

## CONNECTICUT URBAN LEGAL INITIATIVE, INC.

### Job Description – President and Executive Director

The Connecticut Urban Legal Initiative, Inc. seeks a President and Chief Executive Officer to succeed its current President and CEO upon his anticipated retirement in July, 2011. The position offers a unique opportunity to combine the roles of law professor and practicing attorney while providing a valued service to the community. Other attractive aspects of the position include a collegial work environment, competitive salary and benefits and the attractive physical setting of the Law School campus.

Interested applicants should mail a cover letter, resume and a list of three references to Keyia Banks, Administrative Assistant, Connecticut Urban Legal Initiative, Inc. c/o University of Connecticut School of Law, 35 Elizabeth Street, Hartford, CT 06105 or send the same information by e-mail to [keyia.banks@law.uconn.edu](mailto:keyia.banks@law.uconn.edu). All applications will remain confidential.

**WHAT IS CULI?** The Connecticut Urban Legal Initiative, Inc. (“CULI”) is a law firm; it is organized as a Connecticut non-stock corporation and is exempt from federal taxation under IRC § 501(c)(3). CULI has provided legal services to its clients since its founding in 1997.

CULI is affiliated with the University of Connecticut School of Law; the Law School's Dean appoints its Board of Directors, and the President is responsible to that Board. Current Board members include four members of the Law School faculty, a Superior Court judge, a CULI alumna working with an international insurance company, a retired law professor living in Hartford and a Hartford lawyer involved in a range of community activities. In addition to the funding sources described below, the Law School provides CULI offices and file storage space, staff parking, library and internet connectivity, janitorial services and a variety of other support. CULI's offices are located on the attractive campus of the Law School in the West End neighborhood of Hartford.

**CULI'S MISSION** CULI has two missions: (1) it strives to educate law students through a combination of classroom seminars and direct involvement in various community matters; and (2) it provides effective legal services to a wide variety of nonprofit groups, especially those engaged in reducing urban blight. CULI's work with law students is part of the Law School's strong commitment to clinical legal education.

CULI staff and students have worked together to accomplish these missions by providing direct legal services, including corporate, real estate, zoning, contract and other non-litigation advice related to transactions and development efforts, almost exclusively to community-based nonprofit organizations and governmental agencies. In addition, CULI has developed a range of legal strategies and programs to address issues identified in the field. On rare occasions, CULI's lawyers undertake to represent clients in litigated matters.

*Connecticut Urban Legal Initiative, Inc.  
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Students' involvement with these clients provides them with valuable hands-on experience; CULI graduates have consistently given the CULI course the highest ratings for the overall quality of its educational experience.

CULI presently employs two full time experienced attorneys and three part-time practicing attorneys; it also enjoys the assistance of part-time volunteer attorneys. All CULI lawyers are members of the Connecticut Bar. Those lawyers supervise the students closely to assure the highest quality service to CULI's clients.

**FUNDING** CULI receives a majority of its funding from the University of Connecticut pursuant to a Professional Service Agreement. CULI supplements the State's share of its budget through private funding sources and fee-paying and contract relationships. In 2010, fees from CULI clients are expected to comprise approximately forty percent of its total budget, exclusive of the Law School's in-kind contributions.

**ROLE OF THE PRESIDENT / CHIEF EXECUTIVE OFFICER** The President and Chief Executive Director (the "President") is a full time employee of CULI and not the University of Connecticut. Both the President and the Deputy Director are listed as members of the Law School faculty on the Law School's website. The responsibilities of the President extend to four areas that overlap but require significant attention, time and direct tasks.

- **Pedagogical:** The President provides leadership in developing and delivering a clinical-type law course for up to 12 students each semester; that course is listed on the Law School's website and is known as "Building Urban Communities". The President is assisted by the Deputy Director, who is also a full time lawyer/professor; and other lawyers associated with CULI. The teaching load requires a two-hour seminar class each week and regular oversight of enrolled students, each of whom works approximately 8 hours per week on client matters. Teaching time also includes grading, preparing case studies and materials for class; and managing client matters with students.

In the fall of 2010, CULI began offering, for the first time, a second course entitled "Clinic: Environmental Practice (CULI)", also listed on the Law School's website; the course will be offered every semester and is being taught by one of CULI's new lawyers, an experienced environmental lawyer.

- **Direct Legal Work:** The President spends approximately sixty to seventy percent of the time providing direct legal assistance to CULI clients. In most cases, this work is in conjunction with students, including students working for credit, work study or volunteering through the Pro Bono Pledge program. In some cases, where client needs are such that work must be completed within time constraints to which a student is unable to respond, the President will undertake legal work independently, but priority is given to work that students can participate in completing. The President also assists other legal staff in answering legal and strategy questions as they arise with clients that are being handled by other staff, and covering for other attorneys when necessary.

- **Administrative and Financial:** The President is primarily responsible for managing both the staff and the volunteers from time to time, as well as overseeing the financial performance of the organization, from developing the budget to meeting the budget expectations or managing any necessary adjustments. This involves overseeing the Office

Manager to assure legal and other compliance requirements are met; to confirm that the requisite insurance is in place, state and federal filings are made, audit procedures and other operational elements are met and generally that the organization runs smoothly. It also involves identifying, pursuing, confirming and collecting all sources of funds supporting the organization, including legal fees and billing, contracts for legal and other services (strategic planning, compliance audits, other), negotiating new funding sources and seeking grants and donations.

- **Strategic Planning:** The President is charged with charting CULI's direction to ensure that the mix of legal matters and coursework offered to students keeps pace with changes in the legal profession and most effectively pursues the organization's mission. The President periodically reports to the Board concerning CULI's success at accomplishing its mission and with making recommendations for additional pathways through which the mission can be best achieved.

**Overview of Direct Responsibilities:** with the assistance of the Deputy Director, the President:

- Develops and delivers a clinical-type law course for 12 students each semester with one or more adjuncts
- Oversees student legal work approximately 8 hours per week per student on client matters
- Grades students, drafts case studies and materials for class, manages problems with students
- Provides direct legal assistance to CULI clients (approximately 40-60 active matters open at any time)
- Manages office and legal staff (currently 2 full time paid lawyers, 3 part-time lawyers, an office manager, an administrative assistant and several work-study students) plus volunteer lawyers, an outside bookkeeper and an independent Certified Public Accountant
- Oversees legal compliance and financial performance of CULI, develops and manages budget
- Identifies new charitable and fee-paying clients, pursues and collects legal fees, contracts, grants and other donations
- Develops new strategies to enhance the educational experience and the financial viability of CULI
- Meets with the Board of Directors as a whole or with individual directors, as needed

## QUALIFICATIONS

### Required:

- Juris Doctor or LLB degree, admission to the Connecticut Bar or a willingness to sit for the Bar examination, and substantial experience in private transactional law practice (real estate, corporate, tax or other areas relevant to nonprofit organizational clients).
- Ability to identify and serve the legal needs of both charitable and fee-paying clients including clients able and willing to pay some legal fees.

**Preferred:**

- Experience teaching in a law school environment or other graduate level, adjunct or otherwise
- Experience in senior management of a profit or nonprofit organization
- Experience working with a wide range of clients, including unsophisticated community-based organizations as well as clients who expect to pay for legal services

Salary will be competitive and commensurate with experience. As a general matter, CULI's salaries together with performance-based bonuses are competitive with salaries paid to Law School clinical faculty. CULI also offers a generous and extremely flexible 'menu'-style benefit package tailored to the personal needs of each employee. CULI attorneys may maintain a modest private practice so long as the practice does not detract from the attorney's obligation to CULI and its clients.

*The Connecticut Urban Legal Initiative, Inc. is an equal opportunity employer and encourages applications from women and people of color.*