**Position: Deputy Director**

**Position Type: Regular Full-Time** **Exempt**

**Location: St. Cloud, MN 56301**

**Introduction:**

Mid-Minnesota Legal Aid (MMLA) seeks a dynamic Deputy Director to lead the operations of MMLA’s St. Cloud and Willmar offices and their approximately 40 staff members, serving largely rural central Minnesota. This senior leadership position is a member of the MMLA executive leadership team, reporting directly to the Executive Director.  This senior leadership position is key to ensuring that MMLA civil legal services in the St. Cloud and Willmar legal services area are efficiently managed, strategically engaged, and culturally competent. This position further ensures such services are professionally and equitably provided to MMLA’s low-income, vulnerable, and underrepresented client communities.

**What’s in it for you?**

* We believe in work-life harmony. This role offers the flexibility to blend remote work with in-office collaboration.
* On Fridays, the office closes at noon and employees enjoy a half-day of paid flex time.
* MMLA provides on-the-job training and mentorship, with opportunities for growth within the organization.

**Why MMLA?**

* We’re not just ticking boxes. We’re genuinely committed to diversity. Bring your unique identity, experiences, and perspectives—we want them all!
* Our mission? Equal justice for all. In your cover letter, tell us how your background can amplify this cause. Let’s change our lives together.
* Discrimination and harassment have no place here. We’re building a respectful, supportive workplace where everyone thrives.

**RESPONSIBILITIES**:

* + Provide primary senior leadership in organizing and advancing organizational goals and objectives in St. Cloud and Willmar office service area, including MMLA’s racial justice values, commitment to diversity, inclusion, and equity, and ensuring MMLA’s work is rooted in the communities it serves.
  + Provide creative and engaged collaborative leadership with executive leadership team, supervisors, and staff in planning, addressing and advancing MMLA organizational policies, civil legal services, fundraising activity, communications and media relations, fiscal management, administration, racial justice values, diversity, equity, and inclusion goals, and any other organizational priorities and needs.
  + Oversee and coordinate with supervisors and human resources staff on employee matters, including onboarding, training, professional development, performance reviews, performance issues, accommodation requests, and other situations that may arise.
  + Foster active relationships with state and local community agencies, attorneys, and funders in St. Cloud and Willmar service area through participation in professional associations, committees, working groups, boards, and events.
  + Engage and coordinate with community and legal professional partnerships and collaborations in service area to provide high quality community-based legal services.
  + Manage multiple direct reports including managing and supervising attorneys, staff attorneys, and non-attorney staff, including local intake teams.
  + Participate in or lead standing meetings with all levels of staff to discuss ongoing work and identify emerging issues affecting St. Cloud and Willmar area clients and staff.
  + Manage systems and refine processes to ensure matters are handled appropriately so that clients’ needs are met, legal ethical requirements are fulfilled, and clients receive excellent service.
  + Work with MMLA’s Executive Director, finance and development teams, and grant manager to develop and implement strategic budget decisions that affect the St. Cloud and Willmar offices.  This includes insuring necessary grant writing and reporting is completed.
  + Actively collaborate with and provide peer support to MMLA Deputy Directors responsible for the Minnesota Disability Law Center and Minneapolis offices.
  + Provide counsel and advice to the Executive Director on day-to-day operations of the organization within the St. Cloud and Willmar service area.
  + Oversee and manage the development of organizational policies and procedures within the St. Cloud and Willmar service area.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* + Oral and written communication skills.
  + Demonstrated successful experience with conflict resolution and analysis (problem assessment, solution generation) using consultation and influencing skills.
  + Ability to create and foster partnerships and cross collaborations within MMLA and externally, with a strong focus on local community relationships.
  + Solid organizational and execution capabilities, with the ability to work collaboratively and under tight timeframes with shifting priorities and strong attention to detail.
  + Proficiency using Microsoft Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.

**QUALIFICATIONS:**

Required Qualifications:

* + Licensed to practice law in Minnesota or eligible for admission by reciprocity, and currently in good standing.
  + Seven years of recent legal practice experience in a law firm, government agency, legal services provider, non-profit organization, or equivalent.
  + Six years of direct leadership or supervisory experience including coaching, mentoring, and/or providing development opportunities to staff.
  + Work, volunteer, or lived experience with diverse economic, social, rural, and/or cultural communities.

Preferred Qualifications:

* + Experience working in the areas of social justice, economic justice, and/or racial justice.
  + Experience with the delivery of civil legal services within a rural or non-urban environment.
  + Existing strong relationships within and involvement with the St. Cloud or Willmar communities.
  + Experience working in a nonprofit environment.
  + Experience with fundraising and resource development, including grants.
  + Experience with budget management.
  + Reside within or willingness to relocate to St. Cloud and Willmar office service area.

**COMPENSATION**:

$85,215 to $121,616 per year, depending on experience, plus benefits. Employees are paid for five full days of work but enjoy Friday afternoons off. Benefits include family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off. Employees qualify for benefits on the first day of employment.

**APPLICATIONS**:

Submit résumé and a cover letter at <https://mylegalaid.org/employment>.

If you require reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact mcook@mylegalaid.org.

Please direct all other inquiries to [hiring@mylegalaid.org](mailto:hiring@mylegalaid.org).

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer. This position is subject to collective bargaining agreements.