

Institute for Well-Being in Law Executive Director Job Description

[IWIL](#) seeks an inspiring individual for a remote working position as Executive Director to lead the Institute with energy and urgency, serving as its public face and visionary steward. Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Institute for Well-Being in Law's staff, programs, finances, development, and execution of its mission:

The Institute for Well-Being in Law is dedicated to the betterment of the legal profession by focusing on a holistic approach to well-being. Through advocacy, research, education, technical and resource support, and stakeholders' partnerships, we are driven to lead a culture shift in law to establish health and well-being as core centerpieces of professional success.

As IWIL is committed to improving diversity, equity, and inclusion in the legal profession, we strongly encourage applications from individuals coming from populations that are underrepresented in law.

I. Responsibilities of the Position

Leadership & Management:

Providing executive-level leadership of IWIL in a transparent and ethical manner, the Executive Director will:

- Develop, maintain, and support a strong, diverse Board of Directors
- Along with the board, develop and execute a long-range strategy which achieves IWIL's mission, and toward which it makes consistent and timely progress
- Ensure ongoing programmatic excellence, and consistent quality of finance, administration, fundraising, communications, and other systems
- Actively engage and energize IWIL's volunteers, board members, committees, allied organizations (including stakeholder groups and state well-being task forces), and funders
- Maintain a climate which attracts, keeps, and motivates a diverse staff and volunteer base of highly committed and skilled individuals
- Advance diversity, equity and inclusion principles in all levels of IWIL's work, thereby ensuring compliance with [IWIL's Diversity, Equity and Inclusion Policy](#)
- Serve as ex-officio of each committee; seek input and participation by committee members, ensuring diverse representation among members and adherence to IWIL's strategic plan goals and overall mission
- Lead, develop, mentor, and retain staff and contractors as needed to fulfill the goals of IWIL. Ability to release any staff, including independent contractors, when performance or behavioral expectations are not met

Fund Development and Financial Management:

- Develop and execute a fund development plan to ensure IWIL's stability and growth into a nationally and internationally recognized leader in the well-being in law arena
- Develop and execute funding strategies to ensure adequate funding for operations and programs through a variety of means, including major donor sustaining and one-time contributions, sponsorships of programs, private and governmental grants, solicitation of individual donors, and other fund development processes as needed
- Be responsible for developing and maintaining sound financial practices
- Working with the board, prepare a budget and ensure that the organization operates within budget guidelines

Communications:

- Serve as the public face and spokesperson for IWIL, using external presence and relationships to garner new opportunities, especially with national and/or international allied organizations.
- Ensure the development and execution of a strategic and dynamic communications plan to promote the work of IWIL, raise awareness regarding issues related to well-being in law (identification and treatment of behavioral health disorders along with prevention measures through promotion of well-being), and reduce stigma
- Deepen and refine all aspects of communications—from web and social media presence to external relations with the goal of creating a stronger brand.

II. Qualifications for the Position

The ED will be thoroughly committed to IWIL's mission. All candidates should have proven leadership, fund development, and relationship management experience, along with a demonstrated passion for well-being of the legal profession and a willingness to serve as an agent of systemic change.

Experience requirements include:

- Ability to lead an organization and staff, with specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Experience working with a Board of Directors with the ability to cultivate existing and new board member relationships, and to ensure diverse representation on the Board
- Aptitude for or, preferably a successful history of, fundraising with the ability to develop and maintain relationships with a wide range of stakeholders, donors, sponsors, and volunteers
- Ability to hire, coach, inspire, manage, and discipline staff
- Experience in setting and successfully managing a budget, preferably with a nonprofit entity
- Ability to build working relationships with key stakeholders, including regional and national organizations, legal employers, law schools, lawyers assistance programs, and the judiciary

- Advanced degree, preferably a JD, with 5-7+ years of leadership experience in a company or nonprofit, an academic entity such as a research institute or law school, branch of a court system, law firm, corporate law department, or relevant government agency or other enterprise related to the legal system
- Experience working on issues related to, or being involved in, the well-being in law movement

Additional skill sets needed:

- Entrepreneurial and innovative mindset
- Strong written and verbal communication skills, in person and online
- High emotional intelligence with the ability to read others and their cues while being self-aware, as well as treating everyone with courtesy and respect
- Ability to effectively collaborate with diverse groups of people
- Passion, idealism, personal integrity, positive attitude, mission-driven, and self-directed
- Commitment to one's own well-being and the ability to lead by example in this regard

The position is full-time and remote. Some travel will be required with expenses paid. Competitive salary and benefits.

Nominations, applications for the position, and questions should be directed to:
hzimmerman@mshp-amc.com.