



# LAWYERS' COMMITTEE FOR CIVIL RIGHTS U N D E R L A W

*"To secure equal justice for all through the rule of law."*

<https://www.lawyerscommittee.org/>

Washington, D.C.

## OPERATIONS MANAGER

### THE OPPORTUNITY



The Lawyers' Committee for Civil Rights Under Law (the Lawyers' Committee) is a civil rights organization that works to secure racial justice and equal opportunity across the nation. Founded in 1963 at the request of President John F. Kennedy, the Lawyers' Committee has a rich history of engaging the rule of law to target inequities faced by racial and ethnic minorities. Through the ongoing operations of eight crucial projects, the Lawyers' Committee fights for economic and racial justice, voting rights reform, access to fair housing, greater educational opportunities, bipartisan criminal justice reform, and more.

The Lawyers' Committee is dedicated to supporting and advancing diversity in its staff, board, and projects, and this diversity is inextricably linked to its pursuit of equal justice for all.

The Lawyers' Committee seeks a collaborative leader to serve as the Operations Manager. The Operations Manager will play a role in managing day-to-day operations and overall effectiveness. They will play a collaborative leadership role in developing and implementing organization-wide operational processes and systems that increase the effectiveness and efficiency of the Lawyers' Committee's work and support its ability to sustain growth and expand impact. They will be expected to develop and enhance operational procedures and systems related to internal business processes and internal communications and information flow on operational issues.

The Operations Manager will help coordinate, supervise, develop, train, and implement in the following core areas: administrative processes and systems; office environment and facility management; procurement; vendor management & contract processing; expense reconciliation; information technology; training and compliance on security, safety, and emergency protocols; and support for staff meetings, board meetings, conferences, and events.

The Operations Manager will supervise operational staff, including Office Assistants and the IT Manager, and report to the Executive Vice President.

The Lawyers' Committee has retained [Freeman Philanthropic Services, LLC](#) to assist with this crucial recruitment.



The Lawyers' Committee was created at the request of President John F. Kennedy in the summer of 1963, following a meeting of 244 lawyers in the East Room of the White House. President Kennedy, Vice President Lyndon B. Johnson, and Attorney General Robert F. Kennedy spoke at the conference and urged the lawyers to use their training and influence to move the struggle for the protection of civil rights from the streets to the courts. The 244 lawyers who attended were from throughout the United States and included, leaders of state bars and the ABA, and 50 African American lawyers. President Kennedy had held similar meetings with representatives of business, education, and the clergy, but the decision to call a meeting with the lawyers and the timing of the meeting was born of a sense of urgency about the absence of the organized bar in the civil rights movement.

57 years after President Kennedy's initial request, the Lawyers' Committee continues to uphold its mission of advocating for equal justice and opportunity. The Lawyers' Committee is dedicated to the following issues, campaigns, projects, and initiatives:

- Filling out the 2020 Census;
- Criminal Justice;
- Digital Justice;
- Economic Justice;
- Educational Opportunities;
- Election Protection;
- Fair Housing and Community Development;
- Legal Mobilization;
- Public Policy;
- Stop Hate;
- Supreme Court Watch;

- Voting Rights; and
- Five Initiatives: the Civil Rights Legal Education Program, Election Protection, Judicial Diversity Initiative, The Know Your Rights Initiative, and the Parental Readiness and Empowerment Program.

In addition, there are eight independently funded and governed Lawyers' Committees that operate in Boston; Chicago; Denver; the District of Columbia; Jackson, Mississippi; Los Angeles; Philadelphia; and San Francisco. The local Committees provide a unique range of resources and representation that help to advance the cause of equal justice under law.

The local Lawyers' Committees address many of the same issues as the national Lawyers' Committee: voting rights; employment discrimination; fair housing and community development; environmental health and justice; and educational opportunity. Each local Committee also has taken on other issues that reflect community needs and the priorities set by its board and staff. Local Lawyers' Committees represent children in poverty, provide pro bono legal services to low-income people, represent applicants for asylum and refugee rights, protect the rights of people with disabilities, and provide public policy advice to state legislators on issues affecting minorities and low-income people – among other subject areas.

The staffs of the national Lawyers' Committee and the nine local Lawyers' Committees share information about achievements, ongoing work, and future priorities in regular meetings. The Committees inform each other about work that might affect legal strategies in other areas. They form partnerships for specific litigation that spans geographic boundaries, and they work together on national and state public policy issues. The national Lawyers' Committee works effectively with the local Committees to strengthen what is already the largest network of private lawyers in America directed primarily to civil rights issues.

## LEADERSHIP AT LAWYERS' COMMITTEE



Kristen Clarke, President and Executive Director

Kristen Clarke, president & executive director of the National Lawyers' Committee for Civil Rights Under Law (Lawyers' Committee), leads one of the country's most important national civil rights organizations in the pursuit of equal justice for all. The Lawyers' Committee seeks to promote fair housing and community development, economic justice, voting rights, equal educational opportunity, criminal justice, judicial diversity and more.

Throughout her career, Ms. Clarke has focused on work that seeks to strengthen our democracy by combating discrimination faced by African Americans and other marginalized communities. Clarke formerly served as the head of the Civil Rights Bureau for the New York State Attorney General's Office, where she led broad civil rights enforcement on matters including criminal justice issues, education and housing discrimination, fair lending, barriers to reentry, voting rights, immigrants' rights, gender inequality, disability rights, reproductive access and LGBT issues. Under her leadership, the Bureau secured landmark agreements with banks to address unlawful redlining, employers to address barriers to reentry for people with criminal backgrounds, police departments on reforms to policies and practices, major retailers on racial profiling of consumers, and one of the country's largest school districts concerning issues relating to the school-to-prison pipeline.

Ms. Clarke spent several years at the NAACP Legal Defense and Educational Fund, Inc. (LDF) where she helped lead the organization's work in the areas of voting rights and election law across the country. Ms. Clarke worked on cases defending the constitutionality of the Voting Rights Act and also testified before Congress and state legislatures. Prior to joining LDF, she worked at the U.S. Department of Justice in the Civil Rights Division. While at the Justice Department, she served as a federal prosecutor in the Criminal Section of the Division, handling police misconduct, police brutality, hate crimes, and human trafficking cases. She also worked on voting rights and redistricting cases through the Division's Voting Section.

Ms. Clarke speaks and writes regularly on issues concerning race, law and justice. She has appeared on CNN, MSNBC, Democracy Now, Fox News, C-Span's Washington Journal, TV One, and Yahoo News, the world's second largest news site. She has also written numerous articles and books including *Barack Obama and African American Empowerment: The Rise of Black America's New Leadership* (co-edited with Dr. Manning Marable). In 2015, she served as a lecturer at Columbia University School of Law. She received her A.B. from Harvard University and her J.D. from Columbia Law School. She is also an active alumna of Prep for Prep.

Her honors and awards include the 2018 Louis L. Redding Lifetime Achievement Award, 2018 Harvard College Service to Society Award, the 2017 Choate Rosemary Hall Alumni of the Year, the 2017 Thurgood Marshall Award from Quinnipiac University School of Law, the 2016 Alumni of the Year by the National Black Law Students Association, the New York Law Journal's 2015 Rising Stars, the 2014 New York State Senate Proclamation for Exemplary Service, the 2012 Best Brief Award for the 2012 Supreme Court term from the National Association of Attorneys General, the 2012 Network Journal's Top 40 Under 40, the 2011 National Bar Association's Top 40 Under 40, and the 2010 Paul Robeson Distinguished Alumni Award from Columbia Law School, among others.



Damon T. Hewitt, Executive Vice President

Damon T. Hewitt is Executive Vice President of the Lawyers' Committee for Civil Rights Under Law where he is responsible for coordinating the intersection of the organization's strategic, programmatic, and operational efforts to advance the fight for racial justice. As the top deputy to the president and executive director, his work reflects a unique portfolio, including oversight of the organization's programs on Election Protection, the 2020 Census, and its James Byrd Jr. Center to Stop Hate, as well as the Development, Operations, and Human Resources departments.

Hewitt brings to the Lawyers' Committee a 20-year track record of professional and managerial experience in the non-profit, philanthropic, and public sectors. He has worked as a civil rights lawyer, social justice strategist, philanthropist, and coalition-builder.

Prior to joining the Lawyers' Committee, Hewitt was the inaugural executive director of the Executives' Alliance for Boys and Men of Color—a philanthropic network of over three dozen national and local foundation presidents focused on shifting policies, structures, and the false narratives that negatively impact our nation's sons and brothers. Through his leadership, the Alliance helped incubate, coordinate, and launch over \$200M in collaborative grantmaking efforts on issues ranging from police accountability to college completion. He was also the chief liaison from the philanthropic community to the White House on policy issues impacting young men of color.

Hewitt previously worked as a Senior Advisor at the Open Society Foundations, where he coordinated special projects, including philanthropic responses to the uprisings following police killings of unarmed Black people in Ferguson, Missouri and Baltimore, Maryland.

He worked for over a decade as an attorney at the NAACP Legal Defense and Educational Fund, where he was lead counsel on a variety of litigation and policy matters and supervised teams of lawyers and policy experts. He led the organization's Education Practice Group and pioneered its efforts to address the School to Prison Pipeline. He also coordinated organization-wide litigation and advocacy efforts in response to Hurricane Katrina, establishing a satellite office in his hometown of New Orleans. In this capacity, he developed advocacy efforts on education, policing, and fair housing. One of his most important cases, *Greater New Orleans Fair Housing Action Center v. US. Department of Housing and Urban Development*, yielded nearly \$500M in new relief for Louisiana homeowners.

Hewitt also served as Executive Director of the New York Task Force on Police-on-Police Shootings, an entity created to analyze police practices after off-duty African American and Latino police officers were killed by fellow officers after being mistaken for “criminal” suspects.

Hewitt is co-author of a book, *The School-to-Prison Pipeline: Structuring Legal Reform*, and has published numerous law review and mass media articles on issues ranging from school discipline policy and progressive education reform to voting rights and juvenile justice policy. Hewitt holds a B.A. in Political Science from Louisiana State University and a J.D. from the University of Pennsylvania Law School. Following law school, he clerked for the Honorable Eric L. Clay on the US. Court of Appeals for the Sixth Circuit. He currently resides in suburban Maryland where he and his partner are raising their three young children to take on the next generation’s racial justice work.

## IMPORTANT AND REPORTING RELATIONSHIPS

The Operations Manager will manage all operational positions assigned to Administration. S/he will supervise Office Assistants, including Reception staff, and the IT Manager, and will manage relationships with outside vendors and operations consultants. S/he will solicit and review RFPs to ensure equity and compliance with EEO standards. The Operations Manager will work closely with the Human Resources Manager to ensure effective onboarding and separation of staff, as well as compliance with relevant policies and regulations.

S/he will report directly to the Executive Vice President, Damon Hewitt, and work closely with the Executive Management Team to establish policies and critical processes. In collaboration with the Executive Management Team, the Operations Manager will ensure that all operational, administrative, and compliance functions are properly executed in accordance with best practices.

## CHALLENGES & OPPORTUNITIES

Key opportunities and challenges of the Operations Manager position include:

### Overall Administrative Processes and Systems

- Develop, implement and review operational policies, procedures, and operations systems across areas of responsibility, including identifying new areas for potential growth, enhancement, or revision of infrastructure;
- Draft documentation and coordinate training and communications related to office processes and system;
- Develop organization-wide operating policies and procedures for general office administration, information technology, security, safety, and emergency protocols, while fostering effective implementation and compliance through training and support for staff members, interns, and volunteers;
- Raises and tracks issues and conflicts, remove barriers, resolve issues of medium complexity involving stakeholders and escalate to appropriate level when required; and
- Track progress and develop reports for Executive Management.

### Office Environment & Facility Management

- Coordinate and manage office operations and systems;
- Oversee office space changes, purchases of equipment, supplies and furniture;
- Coordinate handling, logging, and distribution of incoming correspondence; and
- Ensure that the office environment is accessible, comfortable, safe, and physically welcoming for all employees and visitors.

### Procurement

- Serve as “procurement desk” by developing systems to monitor inquiries and requests and perform initial intake steps for procurement processes;
- Order office equipment and supplies and negotiating with vendors; and
- Track office supply usage and maintain inventory of supplies, stationary, and equipment.

### Vendor Management & Contract Processing

- Develop standards, checklists, and internal communications systems for contract development, approval, and invoicing;
- Review and approve operational invoices and ensure they are submitted for payment; and
- Develop new vendor relationships as needed to enhance the staff's quality of work experience, productivity and impact.

### Expenses & Reconciliation

- Develop strategies for secure and effective access to corporate credit card accounts and reconciliation of billing statements; and
- Support security awareness education on use of credit and payment cards.

### Information Technology

- Ensure reliable and efficient access to and use of computers and other technology;
- Oversee and ensure smooth operation of company-wide systems, including developing IT strategy, evaluating and approving solutions, implementation and governance for computers, phones, servers, and all IT-related matters;
- Lead all initiatives related to security/risk/privacy systems and governance;
- Ensure department-owned IT is aligned with company-wide systems; and
- Serve as reviewer and approver of new IT requests and implementations.

### Meetings, Conferences, and Events

- Ensure office space and IT resources are accessible for internal meetings and events; and
- Coordinate efforts to support staff on logistical needs for external-facing events.

### General

- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations

## **IDEAL EXPERIENCE & QUALITIES**

The Lawyers' Committee seeks an operationally-minded professional who will positively contribute to the organization's mission and the overall effectiveness of all operations and procedures. In addition to the demonstrated ability to meet and exceed the responsibilities listed in the preceding section, the ideal candidate will possess the following experience and attributes:

- Strong belief in, and demonstrated commitment to, the Lawyers' Committee's mission;
- Prior experience in office management is required, with at least 7 years of nonprofit managerial experience in organizations with operating budgets greater than \$5 million;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment with respect to prioritization of competing and time sensitive deadlines;
- Respect for confidentiality of staff records and materials;
- Strong organizational, administrative, analysis, and verbal and written communication skills are required;
- Strong interpersonal and adaptive leadership skills are required, with a reputation for easy interaction with both executives and non-managerial staff;
- Proven business and financial acumen;

- Proven commitment to equity and cross-cultural competencies;
- Must be self-motivated, detail-oriented and willing to work as part of a team;
- Advanced computer skills, including experience with Microsoft applications, including Word, Excel, Access and Internet Explorer, are required;
- Experience with project management software and productivity applications is preferred; and
- A degree in Operations or Business Management (or a related field) is a plus, as are related certifications.

## COMPENSATION

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience.

## DIVERSITY

Lawyers' Committee is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin, sex, age, physical or mental disability, genetic information, sexual orientation or any other legally-recognized protected basis under federal, state or local laws, regulations and ordinances.

## FREEMAN PHILANTHROPIC SERVICES, LLC (FPS)

FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions. Please visit our [website](#) and [LinkedIn](#) page for more information about this recruitment and our work.

## APPLICATIONS & NOMINATIONS

Please send all confidential inquiries, applications, and nominations directly to FPS via e-mail at [LawyersOM@glfreeman.com](mailto:LawyersOM@glfreeman.com). All applications must include (1) an up-to-date resume; and (2) a letter of intent (addressed to FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is the logical and desired next step in his/her career. Additional materials and information will be requested during the search and interview process.

