



## LEGAL SERVICES FOR MAINE ELDERS

Free Legal Help for Older Mainers

### LEGAL SERVICES FOR MAINE ELDERS SEEKS AN EXECUTIVE DIRECTOR

Legal Services for Maine Elders (LSE) seeks an Executive Director who is passionate about social justice and wants an opportunity to work with others to make a difference in the lives of older Mainers.

LSE's mission is to provide free, high quality legal assistance to people who are 60 and older when their basic human needs are at stake and to advocate for people facing challenges accessing Medicare benefits.

This is a unique leadership opportunity because very few states in the country have a legal aid organization like LSE that focuses exclusively on meeting the needs of older people. LSE seeks to ensure that all older people in Maine – of any class, race, sex, background, orientation, or identity – are secure in their basic needs, including housing, health care, nutrition, financial stability, safety, and freedom from exploitation. For fifty years, LSE has helped older Mainers protect their rights to live independently and with dignity.

With an annual budget of \$3.4 million, LSE provides free legal help and Medicare advocacy services to more than 5,500 Mainers each year in 4,800 cases. LSE has a staff of 33. This includes 18.75 FTEs in direct legal services; 5.15 FTEs providing Medicare advocacy; 1.10 FTEs in public policy advocacy; and 2.95 FTEs of administrative and financial services staff. The majority of LSE's staff are working remotely from their homes, but LSE does maintain an administrative office in Augusta, Maine.

#### **High priority roles and responsibilities of the Executive Director**

- Providing leadership to the Board and Staff in establishing and implementing LSE's long-term policies and goals, including strategic planning, case priorities, public policy, and systemic advocacy
- Supporting Staff in the delivery of high-quality services and the fulfillment of LSE's mission with essential legal training, adequate resources, and an appropriate salary and benefit structure
- Maintaining and expanding existing funding levels and resources, and developing new funding opportunities and donors
- Serving as an effective spokesperson for LSE and advocating for the needs of older Mainers in a wide range of settings, including the state legislature
- Playing an active leadership role in collaborative efforts that are critical to the success of LSE's mission, including the aging and legal services networks and the private bar
- Establishing and leading an effective management team to carry out the operational and financial responsibilities of LSE

#### **The successful candidate will demonstrate**

- Passion for the mission of providing free, high-quality services to older Mainers
- A Juris Doctor and license to practice law in good standing in Maine, or eligibility for prompt admission to the Maine bar
- Residency in Maine or a plan to live in Maine
- Substantial experience in the practice of law, public interest preferred; and in management and supervision in a successful legal services organization, law firm, corporate law department, government agency or nonprofit



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- Ability to inspire staff to achieve LSE's mission
- Strong communication and public speaking skills
- Affinity for engaging with staff, funders, board members, clients and community leaders and establishing long-term relationships
- Experience with financial leadership, financial management, grants management and fundraising, strongly preferred
- Ability and willingness to travel throughout Maine
- Personal attributes of professionalism, integrity, enthusiasm, transparency, adaptability, creativity, empathy, and humor

### To apply

LSE is assisted in its search for an Executive Director by Patricia Pap, Consultant, Management Information Exchange, 508-737-4010 cell, [ppap@mielegalaid.org](mailto:ppap@mielegalaid.org), [www.mielegalaid.org](http://www.mielegalaid.org). Materials should be submitted electronically to [ppap@mielegalaid.org](mailto:ppap@mielegalaid.org) in Microsoft Word or PDF format. Candidates with questions about the position, listed qualifications, or the search process are encouraged to contact her.

*To receive full consideration, applicants are encouraged to submit application materials by April 15, 2025. Submit a letter expressing your interest in the position, your qualifications for the job with reference to the specific qualities described above, and what you hope to contribute to LSE's future. Include a resume and the names and contact information for three professional references.*

Salary depends on experience based on a competitive public interest salary scale. The expected range is \$115,000 to \$140,000. The compensation for this position will ultimately depend upon the level of relevant experience possessed by the successful candidate. The excellent benefits package includes health, dental, short- and long-term disability, 401(k), paid leave, and paid holidays. LSE offers a collegial and inclusive work environment.

LSE is an equal opportunity employer. Interviews will begin on or after May 1 and continue until the job is filled.

### More about Legal Services for Maine Elders

The services provided by LSE include a statewide Helpline providing centralized intake and brief services through Helpline Attorneys, litigation services provided by Staff Attorneys located across the state, Medicare advocacy services provided by advocates via telephone, and extensive public policy advocacy. The greatest overall demand for LSE services is in the areas of housing (public and private rental housing issues, foreclosures, evictions), self-determination/aging preparedness (probate referrals, powers of attorney, advance directives, will referrals), consumer issues (debt collection, consumer fraud, creditor harassment), and access to health care (Medicare and MaineCare). Elder abuse is a top-priority systemic issue for LSE.

LSE's Board of Directors is made up of attorneys, individuals eligible for LSE's services, and members of the community at large. LSE has a diverse funding base made up of foundation grants, state and federal funding, and private donations.

For more information about Legal Services for Maine Elders, visit [mainelse.org](http://mainelse.org).