



# VPLC

Virginia Poverty  
Law Center

## Now Hiring - Deputy Director

### About the position

Virginia Poverty Law Center (VPLC) is the statewide legal services support nonprofit for all of the local legal aid offices in Virginia. We use advocacy, education, and litigation to break down systemic barriers that keep low-income Virginians in the cycle of poverty. VPLC has grown in scope and staff in recent years. We are seeking a Deputy Director to assist and support our Executive Director and Management Team.

### Job Responsibilities

The Deputy Director will coordinate the implementation of our strategic plan, fiscal operations, human resources, and operations management in consultation with the Executive Director and Management Team. Responsibilities of the Deputy Director include:

- Working with the Executive Director and the Directors of the individual centers to make sure they take all necessary steps to implement the strategic plan.
- Working closely with the Communications team to support, monitor, and meet its goals.
- Working closely with the Director of Development to support, monitor, and meet its fundraising and Board development goals.
- Coordinating grants management, including applications and reporting.
- Reviewing, developing, and implementing personnel policies and procedures.
- Supporting the Management Team in hiring and overseeing interns and volunteers.

### Preferred Qualifications:

- Prior work with legal services programs.
- Experience overseeing the implementation of strategic plans for mid-sized organizations.
- Familiarity with local, state, and/or federal policy in areas related to poverty.
- Communications experience.
- Experience with fiscal management, including development and implementation of organizational budgets.

Salary range is \$80,000 to \$100,000 depending on experience and qualifications.

### Benefits include:

- Generous paid time off every year.
- 95% employer paid health, dental, and vision insurance, for employees and their families
- 403(b) retirement plan with 4% employer contribution (no required match)
- Strong commitment to professional development
- Financial assistance with relocation to work in our Richmond office.

All applications should include cover letter, resume and at least three professional references.  
**Please apply by email to [hiring@vplc.org](mailto: hiring@vplc.org).**

The Virginia Poverty Law Center values a diverse workforce and an inclusive culture. Therefore, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, citizenship, disability, and veteran status.