



CLEO *inc.*

COUNCIL ON LEGAL EDUCATION OPPORTUNITY, INC.

CLEO CEO JOB SEARCH FACT SHEET

For more than 50 years, the Council on Legal Education Opportunity (CLEO) has created opportunities for over 10,000 diverse and traditionally underrepresented students to attend law school by enrolling them in cutting-edge initiatives and programs, including an intensive, residential prelaw summer institute.

Given the current legal and social climate, it is essential that CLEO continues to be an industry leader in building and maintaining a pipeline of diverse attorneys. CLEO's next CEO will lead CLEO's execution of its strategic plan and mission to continue to increase the number of lawyers from diverse backgrounds who are actively contributing to the legal profession by:

- Ensuring ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engaging and energizing CLEO volunteers, board and advisory council members, event committees, alumni, partnering organizations, and funders
- Developing, maintaining, and supporting a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for operations
- Recruiting, leading, coaching, developing, and retaining a high-performance team
- Ensuring effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Additionally, the next CEO will:

- lead CLEO's efforts to expand its revenue generating and fundraising activities to support existing program operations and strategic expansion
- refine all aspects of social media and web presence to external relations with the goal of creating a stronger brand
- use external presence and relationships to garner new opportunities for CLEO
- have general knowledge of the law school admission process, a passion for issues related to social justice and a deep understanding and awareness of the value of Diversity, Equity and Inclusion at the generational level.

To learn more about CLEO and the CEO position, please see the attachment and/or visit www.cleoinc.org and www.cleoconnection.com. In order to apply for this position, please submit a cover letter outlining your qualifications and your resume to CLEOCEOsearch@cleoinc.org. Please include only your first and last name in the subject line when submitting your cover letter and resume.

Council on Legal Education Opportunity, Inc. Chief Executive Officer Position Description

Organization

Founded in 1968, CLEO's mission is "to inspire, motivate, and prepare students from underrepresented communities to succeed in law school and beyond." We do this by sponsoring online and in-person programs for high school, college, graduate and law school students across the country. For more information about CLEO programs, please visit www.cleoinc.org.

Position

Reporting to the CLEO Board of Directors, the Chief Executive Officer (CEO) will have overall strategic and operational responsibility for CLEO's staff, programs, fund-raising, expansion, and execution of its mission. The CEO will initially develop deep knowledge of the goals outlined in CLEO's strategic plan, and an enhanced understanding of issues relating to diversity, equity and inclusion in legal education and the profession.

Responsibilities

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals
- Actively engage and energize CLEO volunteers, board and advisory council members, event committees, alumni, partnering organizations, and funders
- Develop, maintain, and support a strong board of directors; serve as ex-officio of each committee, seek and build board involvement with strategic direction for operations
- Recruit, lead, coach, develop, and retain a high-performance team
- Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations and strategic expansion
- Deepen and refine all aspects of communications-from social media and web presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities

Planning & New Programming:

- Develop and implement program expansion into new markets
- Build partnerships in new markets, and establish relationships with the funders and political and community leaders as appropriate
- Be a national presence that publishes and communicates program results with an emphasis on program successes as a model for replication

Qualifications

The CEO will be thoroughly committed to CLEO's mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- General knowledge of the law school admission, financial aid, and career services processes
- A passion for issues related to social justice
- A broad understanding of educational psychology
- At least 10 years of senior management, law firm, general counsel or legal education experience
- Track record of effectively leading a local, regional, or nationally organization
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a board of directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Inclusive leader
- Deep understanding and awareness of the value of Diversity, Equity, and Inclusion on a generational level
- As a leader – lives and breathes Diversity, Equity and Inclusion
- Sensitivity to LGBTQ+ concerns
- Connection with cultural, law-related organizations
- Ability to make quality decisions

Preferred Qualifications

- Juris Doctor degree from ABA-accredited law school
- State bar membership in good standing
- Senior management of non-profit
- Experience applying for and managing federal grant funds



The CLEO EDGE

***50-Plus Years of Championing
Education, Diversity and Gender Equality
in the Legal Profession***



Mission

“To inspire, motivate, and prepare students from underrepresented communities to succeed in law school and beyond.”

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www.cleoinc.org

“Training Tomorrow’s Lawyers – Preparing Tomorrow’s Leaders since 1968”

CLEO, Inc. Overview

Creating Opportunities

Founded in 1968, when the number of lawyers of color was less than one percent, the Council on Legal Education Opportunity, Inc. (CLEO) has since had more than 25,000 diverse, economically-disadvantaged, and traditionally underrepresented high school, college/pre-law, and law students participate in its programs and/or receive services, with nearly half (46%) subsequently becoming members of the profession. As an organization that has been successfully facilitating pipeline programs for 50-plus years, CLEO has a plethora of offerings for various demographics to partake of, including those for high school, college, and law students, as well as for CLEO alumni, once they become practicing professionals. CLEO alumni have excelled in every area of the legal profession to including more than 250 judges, numerous corporate attorneys, law school deans and professors, practitioners, politicians, and more.

Building a Better Tomorrow

Few professions need diversity more than the legal profession. Despite some progress, according to the U.S. Census, no single minority group accounts for more than five percent of lawyers in America. And, as reported in a 2018 National Association of Law Placement survey of law firms nationwide, only 9.13 percent of partners and 24.22 percent of associates are lawyers of color. A totally color-blind approach to remedying the under-representation of diversity in the profession is unrealistic. Appropriate information, academic support, and financial assistance are essential to effecting a significant change. We must continue to recruit and train more and younger students from traditionally underrepresented backgrounds to pursue excellence and become advocates for diversity, equity, and inclusion. Expanding higher education opportunities for all Americans builds a better tomorrow.



Keynote speaker and participants of a recent CLEO pre-law seminar at Howard University School of Law

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Promoting Success

CLEO's flagship program, the CLEO Prelaw Summer Institute (PLSI) has created opportunities for diverse students to attend law school by enrolling them in an intensive, residential program. The institute, designed to simulate the rigors of the first year of law school, gives admissions personnel an opportunity to assess an applicant's likelihood of success while simultaneously increasing the applicant's confidence. Several PLSI participants have not been admitted to a law school prior to beginning the program because of marginal test scores and unrealistic expectations. CLEO's placement assistance helps ensure that committed students who possess the desire to succeed in law school have an opportunity to pursue their dream.

Standing Tall in Times of Change

Upon its founding, CLEO was the first program of its kind and operated under the umbrella of the American Bar Association Fund for Justice and Education for more than four decades before incorporating in 2012. Three years later, after receiving its 501(c)(3) non-profit status CLEO, Inc. began operating as an independent entity. Headquartered in the suburbs of Washington, DC, CLEO, facilitates several cutting-edge initiatives, including:

- ***CLEO Legally Inspired College Kohorts of Students (CLICKS)*** (est. in 2014) – A multi-state program funded by the U.S. Department of Justice-Office of Juvenile Justice and Delinquency Prevention that empowers underserved high school students through structured mentorship with exposure to law- and sports-related professions.
- ***CLEO Connection*** (est. in 2011) – An evening prelaw workshop series whose participants get answers to questions about law school, create a local network of colleagues and legal professionals, and develop a useful understanding of the legal field.
- ***CLEO College Scholars*** (est. in 2007) – One-day structured programs for participants to learn about the law school admission process and be exposed to topics, such as mock admissions (Road to Law School), improve analytical and logical reasoning abilities (Sophomore Super Saturdays), or discover various LSAT preparation strategies and take a practice LSAT (Juniors Jumpstart the LSAT).
- ***CLEO Edge Magazine*** (est. in 1998) – The preeminent annual publication that serves as an “A to Z” guide for pre-law students. The magazine is offered in an online and print version.
- ***Achieving Success in the Application Process (ASAP)*** (est. in 2006) – An intensive weekend pre-law event that helps participants develop the skills they need to understand the law school application process and subsequently become competitive applicants.
- ***CLEO Law School Application Services (CLAS)*** (est. in 2015) – Services offered by CLEO professionals to help pre-law students with their law school application packet including application, personal statement, and resume review.
- ***1L Prep-Attitude Is Essential (AIE)*** (est. in 2000) – An intensive online, weekend pre-law seminar designed to introduce and prepare participants already accepted into law school for the rigors of law school.
- ***The CLEO Pre-Law Summer Institute (PLSI)*** (est. in 1968) – (See full program description above)

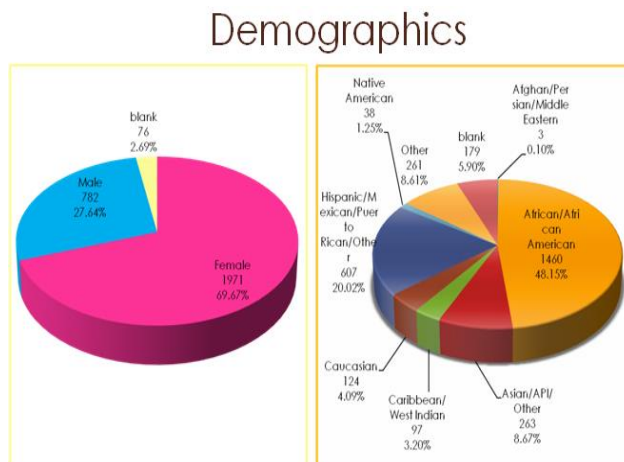
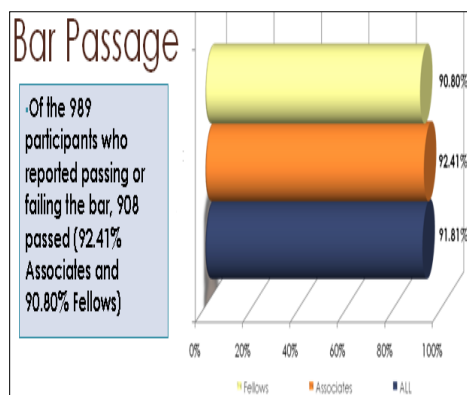
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- **CLEO Legally Inspired Cohort (CLIC)** (est. in 2017) – Tied to the PLSI, CLIC is an innovative program that identifies, recruits, and trains law school applicants who possess the academic and leadership skills to attend one of four partner schools in a supportive team of five after attending the PLSI.
- **NCBE/CLEO Bar Preparation** (est. in 2018) – This new collaboration with the National Conference of Bar Examiners is assisting CLEO 1Ls, 2Ls, and 3Ls nationwide prepare for and conquer the bar exam by pairing them with mentors, providing them with helpful resources, and giving them access to nationally-recognized experts.
- **CLEOConnection.com** (est. in 2017) – Similar to LinkedIn, our CLEOConnection.com platform serves as an online “gathering place” where CLEO alumni, students, supporters, and friends can communicate and share career updates, employment vacancies, upcoming events, and networking opportunities with one another.
- **The CLEO DAIS (Diversity And Inclusion Spotlight)** (est. in 2018) – A virtual “platform” housed on CLEO’s website designed to showcase and highlight diverse attorneys and critical inclusion initiatives from valued partner organizations who demonstrate a commitment towards advancing D&I.
- **CLEO EDGE Awards** (est. in 2018) – The EDGE Awards were created to recognize and highlight the accomplishments of select organizations and individuals who met a range of specific criteria.

CLEO Outcomes, Diversity Data, and Notable Alumni

- Average CLEO participant bar passage rate (**91.6%**) (based on a post-2000 ten-year survey of 989 CLEO program participants – see below)
- With respect to other noteworthy CLEO programs, post-seminar participant surveys are conducted online and the following represents a five-year snapshot of the overall satisfaction with the programs:
 - **College Scholars – 4.6 out of 5 stars** satisfaction rating (*KwikSurveys.com*)
 - **Achieving Success in the Application Process – 87%** satisfaction rating (*KwikSurveys.com*)
 - **1L Prep – Attitude Is Essential – 95%** satisfaction rating (*KwikSurveys.com*)
 - **Pre-Law Summer Institute – 85%** satisfaction rating (*KwikSurveys.com*)
- **Notable Alumni:** **Hon. Sanford Bishop (GA)** (*U.S. House of Representatives*); **Phyllis P. Harris** (*General Counsel, American Red Cross*); **Judge Reggie Walton** (*Presiding Judge, U.S. Foreign Intelligence Surveillance Court*); **Domitilia dos Santos** (*Managing Partner, dos Santos Financial Group, Morgan Stanley*); **Blake D. Morant** (*Dean, The George Washington University Law School*); **Hon. Nanette Barragan (CA)** (*U.S. House of Representatives*); and **Hon. Marilyn Mosby** (*States Attorney for Baltimore City [MD]*)



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For further testament of CLEO's broad demographic reach and longevity of impact, additional alumni profiles can be accessed at this URL: <https://cleoinc.org/50/alumni/>.

Training Tomorrow's Lawyers – Preparing Tomorrow's Leaders

Incorporating technology into programming is essential in today's markets. Regular Facebook, Twitter, and LinkedIn postings have helped CLEO, Inc. broaden its reach; while videoconferencing tools such as Zoom, Skype, Google+ Hangouts, Instagram, etc. make it easier to establish a more personal connection with tomorrow's leaders. Nevertheless, we must do better to give our students the information, opportunities, and experience needed to succeed in an ever-changing global environment.

As we plan to prepare for the next 50 years of supporting diversity, equity, and inclusion in legal education, we remain mindful of the challenges facing today's law students. While access in many ways is much easier than in 1968, the cost has "skyrocketed" out of reach for many low-income and diverse would-be lawyers. Combined with an unappealing job market, the question becomes, "Is a law degree still worth it?" When asked, many higher socioeconomic students responded that they go to law school to become partners at large law firms; lower socioeconomic students go to become lawyers.



Are We There Yet?

In closing, although the face of legal education has improved, CLEO's efforts to promote a more diverse legal profession are as important as they were in 1968. Having established a small endowment in 2008, our challenge now is to restructure and strengthen our programs, alumni, partners, donors, and sponsors to secure our future. Subsequent generations deserve an America where the legal profession reflects the diversity and inclusiveness of the people it serves and CLEO intends to be there to ensure it happens!

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