



## **Job Announcement – Legal Director American Civil Liberties Union of Virginia**

The American Civil Liberties Union of Virginia (ACLU-VA) seeks a dynamic individual to join its leadership team as its Legal Director. This is an exciting once in a career opportunity to help enhance civil liberties and civil rights in the Commonwealth, bring the protections of the Bill of Rights to everyone, and build the political power necessary to energize the fight for civil liberties and protect our hard won victories.

Formally established in 1969, the ACLU-VA is Virginia's premier guardian of civil liberties and a recognized champion of civil rights for all Virginians. The ACLU-VA is a non-profit, non-partisan organization that promotes civil liberties and civil rights for everyone in the Commonwealth through public education, litigation, and advocacy with the goal of securing freedom and equality for all. The ACLU-VA is an affiliate of the national ACLU, the leading defender nationally of civil liberties guaranteed by our nation's Bill of Rights.

The Virginia affiliate was recently named part of the national ACLU's Strategic Affiliate Initiative (SAI) program, a large-scale monetary investment in key states across the country. Funds from this initiative will be used to rapidly expand the ACLU-VA legislative and communications programs while strengthening general organizational capacity. Being a member of the SAI program is an exciting time that will bring about organization transformation and help the ACLU-VA win legislative battles at the state and federal levels.

To learn more about our work, please visit [www.acluva.org](http://www.acluva.org) and [www.aclu.org](http://www.aclu.org).

### **Position Overview:**

The Legal Director plays a proactive, leadership role in advancing change through the ACLU of Virginia's integrated advocacy program that seeks to protect civil rights and civil liberties through litigation, legislation, and public education. Guided by the strategic direction set by the Board of Directors, the Director identifies opportunities to advance our strategic priorities through impact litigation, oversees the work of an exceptional legal team, recruits and oversees the work of cooperating attorneys, develops and tries cases, writes appellate and amicus briefs and leads our work on selected issue priorities. The Director participates as counsel and advocate in the ACLU of Virginia's representation before legislative and executive branch officials and agencies at the federal, state and local levels and assists in communicating our work to the public. As a key member of the leadership team, the Director participates fully in establishing and accomplishing program priorities, developing and managing the budget for the legal team, and collaborating internally with the communications, legislative, and development staff to advance the ACLU of Virginia's priority campaigns ensuring maximum media exposure, coordinating policy and legal advocacy tactics, and developing necessary financial resources. To read the complete job description visit our website, <http://acluva.org/about-us/jobs/>

### **Compensation and Benefits:**

Salary based on market factors and individual experience and abilities. The salary range for this position is \$80,800 to \$121,200. To preserve the opportunity for advancement, we do not normally hire above the mid-point of the range. Excellent benefits include paid time off, generous paid holidays, medical and dental insurance, 401K plan, life insurance, and income replacement during illness through a combination of annual sick leave, short-term and long-term disability insurance.

### **To Apply:**

Send a cover letter explaining your interest in and qualifications for the position as detailed in the job description, a current resume, and a short, one or two-page writing sample by mail to ACLU of Virginia, 701 E. Franklin St., Ste. 1412, Richmond, VA 23219 or by email to [jobs@acluva.org](mailto:jobs@acluva.org) with Legal Director in the subject line of the email.

*Applications accepted until position is filled. Submit your application as soon as possible. To ensure consideration, application materials must be received by 5pm EDT, January 31, 2018. Please indicate in your cover letter where you found this job listing.*

***The ACLU of Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Virginia encourages applications from all qualified individuals without regard to race, color, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status. Persons with disabilities may request accommodations.***



**Job Description – Legal Director  
American Civil Liberties Union of Virginia**

**Job Title:** Legal Director **Date:** January 8, 2018  
**Department:** Legal **Exempt/Nonexempt:** Exempt, at will  
**Job Reports To:** Executive Director

**Job Summary:** The Legal Director leads and coordinates all aspects of the legal program of the ACLU of Virginia. The legal program is a part of the ACLU’s integrated advocacy program that protects civil rights and civil liberty through litigation, legislation, and public education. The Legal Director is responsible for proactive development and administration of a program of litigation that advances civil liberties principles by persuading courts, administrative tribunals and regulatory agencies to recognize new or established legal principles and by educating the public about civil rights and civil liberties through court actions and other public education activities. The Legal Director is an at will employee who serves as a key member of the management team participating fully in establishing and accomplishing program priorities, developing and managing the budget for the legal program, and assisting in raising funds to carry out the program. The Legal Director also participates in other aspects of the affiliate’s integrated advocacy program as appropriate, including public speaking and public education and advising on legislative matters.

**Major Responsibilities/Activities**

**Legal Program Leadership:**

- Develop and implement goals and priorities for the legal program in furtherance of the strategic direction approved by the Board of Directors;
- Proactively seek out opportunities to initiate administrative proceedings and litigation in the federal and state courts that will help achieve the strategic priorities established by the Board of Directors;
- Recruit, train, and coordinate the work of ACLU volunteer attorneys to participate in litigation;
- Oversee implementation of legal program policies and procedures including case selection process, paper and electronic filing systems, legal docket, retainer agreements, malpractice prevention and insurance and cooperating attorney agreements;
- Supervise implementation of intake review criteria;
- Manage maintenance of the legal docket and case management policies and procedures for the office;
- Supervise the management of intake review process and legal work;
- Recruit, oversee the professional development of, and supervise legal staff including lawyers, paralegals, law student interns and legal fellows;
- In consultation with the Executive Director, make the initial decisions about case selection and present potential cases to the Legal Panel and Board of Directors;
- Prepare regular reports to the Board of Directors on the organization’s legal activities;
- Develop and maintain relationships with legal staff at the National ACLU, its projects, other affiliates and participate in National ACLU legal conferences;

- Develop and maintain relationships with legal services agencies, law firms, and other public interest attorneys in Virginia;
- Develop and deliver Continuing Legal Education programs on civil liberties issues;
- Keep the Executive Director informed of significant legal developments and controversies;
- As requested by the Executive Director, assist with fundraising activities.

#### Legal Work:

- Appear as counsel on behalf of the ACLU of Virginia;
- Oversee impact litigation in areas of significance to advancing or defending civil liberties or civil rights; participate in litigation as appropriate
- Conduct complex litigation in Federal and State court in civil rights and constitutional law, including all aspects of discovery, motion practice, briefs, trials, appellate work and amicus briefs;
- Research civil liberties issues, write legal memoranda, demand letters and advocacy letters;
- Maintain complete time records and oversee preparation of attorney's fees requests in appropriate cases.

#### Other Advocacy Work:

- Advocate for civil liberties and serve as a spokesperson for the ACLU both with the press and as a public speaker, as appropriate;
- Work with ACLU staff to implement integrated advocacy campaigns and high impact strategies utilizing legal, communications, public education, legislative and outreach programs;
- Advise communications team on press releases on legal issues and cases;
- Write articles for ACLU website and other non-legal media regarding legal issues and cases;
- Identify and research issues related to legislation, ordinances, agency rules and regulations; draft memoranda and deliver testimony or lobby on such matters as needed.

#### Minimum Requirements

- J.D. from an accredited law school.
- Membership in good standing in the Virginia State Bar or another state bar provided admission to the Virginia Bar is obtained within a reasonable time.
- Demonstrated commitment to civil liberties and the mission of the ACLU.
- Significant experience trying cases in federal and/or state courts.
- Experience managing cases, projects, or programs and supervising the work of other lawyers.
- Willingness to work beyond normal work-day or more than 40 hours a week as necessary.
- Willingness to travel as necessary.
- Ability to work effectively and professionally with clients, other counsel, volunteers, staff and Board members, and a commitment to the highest ethical standards and the values of the ACLU of Virginia.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.
- Facility with Microsoft Office suite, digital legal research, and case management software.

#### Essential Mental Functions

- Excellent writing, speaking and analytical skills.
- Strong self-motivation; ability to meet tight deadlines and balance multiple priorities.
- Ability to work competently and effectively under pressure.

- Ability to think creatively.
- Strong problem-solving ability.

Desirable Skills and Experience:

- Ability to speak and/or write in Spanish.
- Criminal law expertise; criminal justice experience.
- Substantive knowledge and understanding of constitutional law and civil liberties issues.

**Equipment Used**

- Computer, mobile phone, telephone, copier, fax

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

***Disclaimer:***

*Nothing in this job description restricts the Executive Director's right to assign other duties or responsibilities to this job at any time.*