



AMERICAN CIVIL  
LIBERTIES UNION OF  
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March 18, 2015

## LEGAL DIRECTOR (Full-time)

The ACLU of Washington (ACLU-WA) invites applications for the position of Legal Director. The Legal Director is a member of ACLU of WA's senior leadership team and provides vision and direction for the ACLU-WA's legal program. The Legal Director is responsible for overall management of the legal department and its docket, staff, and network of cooperating attorneys. The ideal candidate will be a skilled constitutional rights litigator, a superior manager and an inspiring leader. Strong candidates will have demonstrated ability to develop and pursue litigation as part of an integrated advocacy strategy.

### OVERVIEW

The ACLU-WA is one of the ten largest affiliates of the ACLU and has a reputation for important impact litigation, robust integrated advocacy, and assertively advancing freedom and justice. Its staff of thirty plus employees and numerous interns and volunteers work in a fast-paced, friendly, and professional office.

The ACLU-WA has an active annual docket of about 40 cases addressing free speech, racial justice, religious freedom, due process, privacy, reproductive rights, immigrant rights, LGBT rights, voting rights and drug law reform. Our legal strategies are part of a multi-disciplinary approach to advocacy that integrates legal, policy and communications strategies and is built on the belief that fighting for civil liberties and civil rights means not just persuading judges but also gaining support of policy makers, government officials, and everyday Americans.

The Legal Department currently consists of the director and four other attorneys, an intake unit, interns and occasional fellows. The Legal Director is responsible for recruiting, cultivating and overseeing ACLU-WA's cooperating attorney program, through which Washington law firms provide ACLU with extensive *pro bono* work. The Legal Director reports to the Executive Director and works cooperatively with department and project directors.

### RESPONSIBILITIES

Legal program leadership. Develop and pursue a strategic vision for the legal program that advances the ACLU of Washington's overall civil liberties and civil rights agenda. Develop potential cases and legal theories. Manage the docket of about 40 cases: supervise and direct litigation, where the day-to-day case management is handled by volunteer or staff attorneys; assign cases; work with attorneys to develop litigation strategies, including strategies that use the state constitution to expand rights beyond federal law. Assure that the litigation is consistent with ACLU policy. Develop relationships with law firms, legal organizations, and other coalition partners to advance issues of mutual concern. Pursue strategies to resolve matters short of

litigation, as appropriate. Advise the Executive Director, who approves case selection, on the strategy, direction, and status of cases.

Personnel management. Hire, train, and supervise legal department staff, holding them accountable to ACLU's standards of performance. Oversee recruitment and mentoring of law student interns. Supervise the management of the intake and referral unit, which screens requests for assistance, conducts initial factual research, provides information and referrals, and maintains intake records, resources, and databases.

Cooperating attorney program. Maintain and enhance the cooperating attorney program, in which attorneys in private practice handle ACLU cases on a volunteer basis. Pursue strategies to increase pro bono participation in ACLU's work. Represent the ACLU and various law-related events and develop strong working relationship with area law firms.

Legal Committee. Support, strengthen and effectively utilize the expertise of the ACLU-WA Legal Committee, which meets monthly to advise the staff on potential litigation. Organize its monthly meetings, agendas, and memos.

Legal resource and advocacy. Provide analysis of court rulings and occasional legislative bills for senior staff. Articulate ACLU views to the public and the media as requested by the Communications Director. Coordinate and collaborate with the national ACLU legal department, using it as a resource as appropriate. Engage actively with the local bar to advance the ACLU's issues, mission and organization.

Reporting, records management, and general duties. Prepare reports of litigation activities for the Executive Director, Legal Committee, and Board. Ensure the maintenance of accurate and easily retrievable case files, legal research, and administrative files. Attend certain ACLU events, including occasional meetings with donors. Help facilitate smooth functioning of the office, and develop a solid understanding of office protocols and culture. Accept other assignments from the Executive Director.

## **QUALIFICATIONS**

Ten years of increasingly responsible legal experience, which should include substantial state and federal constitutional law experience. A sophisticated understanding of the modern application of civil liberties principles.

Proven management ability, including experience in supervising attorneys and support staff, and in managing and encouraging volunteers, both students and professionals. Superior ability to plan effective strategies, establish realistic objectives, maintain momentum, and evaluate progress. Excellent organizational and time management skills to manage one's own work as well as others, and to assure completion of assignments and projects.

A track record of successful leadership through strong communication, collaboration, and relationship-building. Ability and flexibility to work in both service and leadership roles with many diverse players and constituencies. Excellent problem-solving skills and demonstrated skills in participatory decision-making. Non-profit experience is a plus.

Exceptional analytical, writing, and speaking skills. A demonstrated ability to write clearly and precisely. The ability to communicate effectively with plaintiffs, opposing counsel, staff, volunteers, and the general public. A demonstrated ability to convey difficult civil liberties issues to the general public.

A commitment to the goals and mission of the ACLU. Exemplary professional workplace behavior, unimpeachable integrity, and a commitment to the values of reliability, respect, accountability, and compassion. Flexibility, determination and good humor.

A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstance.

Competence in the use of office computer applications, electronic databases, and electronic legal research. (We use Microsoft Office.)

This position is exempt, and requires a willingness to work beyond a standard 7.5 hour workday, including evening and weekend meetings and events.

Licensed to practice law in Washington or the ability to pass the Washington state bar exam within one year.

### **COMPENSATION AND BENEFITS**

Salary will depend upon experience and qualifications within the ACLU of Washington pay scale. Excellent benefits package includes three weeks paid vacation to start, medical and dental insurance, 401(k) matching plan, long-term disability insurance, bus pass, and ten paid holidays.

### **APPLICATION PROCEDURE**

To apply, email a letter of application and resume to [Jobs@aclu-wa.org](mailto:Jobs@aclu-wa.org) and include in the subject line of the email: your **last name** and **Legal Director**. In your letter, please indicate where you learned of the posting. Applications will be accepted until the position is filled.

The ACLU is an affirmative action/equal opportunity employer and encourages qualified individuals of every race, creed, ethnicity, disability, sexual orientation, and gender identity to apply.

*The ACLU of Washington comprises two separate corporate entities, the ACLU of Washington and the ACLU of Washington Foundation. The ACLU of Washington and the ACLU of Washington Foundation share the same mission, office space, and employees. This job posting refers collectively to the two organizations under the name "ACLU of Washington."*