

Legal Director

The Voter Protection Program (VPP), a nonpartisan organization focused on the critical role states play in election protection, is looking to hire a Legal Director. The VPP Legal Director will help build and oversee the organization's legal program, including an internal team of attorneys and a network of outside attorneys and law firms, and provide leadership and advice to the Chief Executive Officer and Executive Chair. We are a rapidly growing organization, so the Legal Director will play a major role in defining VPP's vision and work for 2021 and beyond.

Our Legal Director will engage with the VPP team, as well as coalition partners, to develop a strategy for success across the organization in promoting voting rights and democracy protection through research and litigation, with a focus on supporting the work of state leaders. Mobilizing the organization's unique roster of internal and external legal resources will require long-term strategic vision, flexibility, tactical wisdom, and fluency across a variety of legal issues.

Responsibilities:

- Team Building
 - Helping hire and develop a top-tier team of staff attorneys and paralegals.
 - Developing and overseeing a robust pro bono legal representation program, including recruiting and managing outside law firms.
 - Developing and adapting procedures for linking our growing internal staff with our network of outside legal resources and coalition partners.
 - Fostering a seamless team culture between leadership and staff, as well as across organizational units.
 - Mentoring attorneys on the team.
- Legal Program Management
 - Working with the team – including our CEO and Executive Chair – to devise strategy and to oversee execution of a variety of existing and future legal opportunities.
 - Conducting and overseeing legal research, the drafting of memoranda and pleadings, and serving as a strategic and quality control hub for editing and review of legal materials.
 - Playing a lead role in continuing to establishing the organization as a valuable voice among various outside stakeholders and partners, as well as a key source of legal advice and resources to key constituencies.
 - Planning for longer term legal actions and activities.
- Management
 - Managing a team of staff attorneys and paralegals, including regular performance reviews, time tracking, and ensuring opportunities for growth.
 - Managing external attorneys, firms and researchers.
 - Ensuring a strategy for stewarding the legal team during remote work, without regular, face-to-face meetings.
 - Supporting the organization's emphasis on diversity, equity, and inclusion in all aspects of our work.

Qualifications:

- Attorney with active license and a minimum of ten years of litigation experience.
- Experience working on issues of election protection, voting rights, and/or democracy protection strongly preferred.
- Experience working with state officials, including governors or attorneys general, a plus.
- Experience supervising and mentoring junior attorneys and managing programs and staff.
- Experience managing teams of attorneys and coordinating with internal and external legal teams.
- Ability and motivation to create a cooperative and productive work environment.
- Ability to work collaboratively with colleagues in a demanding and fast-paced environment.
- Outstanding judgment about both case/legal issues and management/organizational issues.
- Excellent problem-solving skills and ability to see the need to course correct.
- Outstanding writing and editing skills, including drafting and editing complex briefs, and reviewing/editing the work of attorneys.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.

Offices will be in DC, but this position can be remote in the long-term.

This organization is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or any other characteristic protected by law. Women, people of color, LGBTQ individuals, people with disabilities, and veterans are encouraged to apply.

To apply, please send a resume, cover letter, and references to voterprotectionjob@gmail.com with the subject line, "Legal Director."