

Job Announcement
Legal & Policy Director
Anticipated State Date: 5/1/2024



Position Overview

Georgia Appleseed Center for Law & Justice (gaappleseed.org) is hiring a new Legal & Policy Director (LPD). The LPD leads our highly trained program staff and pro bono volunteers to increase justice for Georgia's children, including (1) dismantling the school-to-prison pipeline to keep kids in school with the supports they need and out of the criminal justice system and (2) ensuring children and their families have safe, healthy housing. Georgia Appleseed is a nonprofit, public interest law center that advances justice through law and policy reform and community engagement. We are particularly focused on supporting Black and Brown children, children experiencing poverty, LGBTQ+ children, children with disabilities, and children in foster care.

The LPD reports to the Executive Director and serves as lead attorney on all programming, coordinates pro bono supports, and provides other legal expertise as needed. The LPD works closely with the Executive Director to identify clear program goals and deliverables that align with our mission, strategic goals, and grantor agreements. The LPD ensures that these goals/deliverables are met, supervises all program staff and activities, coordinates our pro bono support, and works closely with policymakers. This is a highly visible management position that leads community activities to increase awareness of Georgia Appleseed, its initiatives, and its pro bono opportunities. The LPD is an excellent connector and facilitator who brings together Georgians from a wide variety of backgrounds to discuss complex justice challenges and coordinate solutions. In addition, the LPD coordinates effectively with all Georgia Appleseed departments and supports the organization's success as needed, e.g., participating in development and communication efforts.

We are a dynamic and highly collaborative team devoted to advancing justice for children across Georgia. A successful candidate will contribute positively to our team and workplace environment, prioritize our mission, and be innovative, enthusiastic, flexible, curious, and knowledgeable about our work.

Salary is \$95,000-\$130,000 commensurate with experience.

Core Competencies

- Effective planning based on available resources and management of multiple ongoing projects and teams.
- Excellent supervisory skills to lead, develop, and mentor program staff and interns.
- Proven ability to leverage and expand networks and collaborate with diverse groups, including directly impacted persons, lawyers, other professionals, state and community leaders, caregivers, and public interest advocates.
- Strong initiative, ability proactively to multi-task and prioritize among numerous responsibilities.
- Excellent time management and ability to prioritize and organize activities to achieve deliverables and outcomes.
- Exceptional writing that is strategic and relevant and that relates to the intended audience.
- Proficiency in understanding, developing, and managing project budgets.
- Legal skills to review, analyze, interpret, and synthesize law, regulations, policies, research, and data.
- Excellent interpersonal skills and confidence communicating with a variety of audiences (e.g., individual and group presentations to legislators, board directors, community stakeholders).
- Willingness and ability to receive and incorporate direction and feedback, including writing edits, and to actively seek feedback for continuous improvement.
- High level of organization and productivity, ability to handle multiple projects under pressure and work both collaboratively and independently.
- Optimistic, positive approach, including contributing to building a positive team spirit.

Key Responsibilities and Duties

- Develop, implement, and evaluate strategic vision and goals for Georgia Appleseed programs with direction and input from the Executive Director.
- Plan and manage program operations according to available resources and internally developed documents/logic models/road maps and SMART/MOCHA protocols.
- Generate and maintain up-to-date quarterly and annual program operations plan.
- Ensure program team meets grant deliverables and other planning goals.
- Manage, develop, and supervise staff attorneys, program managers, interns, and volunteers.
- Lead organizational relationships and programming around the state of Georgia (including the Georgia Education Climate Coalition, the Georgia Healthy Housing Coalition, the Homelessness Intervention Project, and others) and relationships with state agencies (e.g., GA Department of Education and Division of Family and Children Services.)
- Develop and maintain pro bono partnerships, recruit volunteers, and coordinate with state and national law firms.
- Develop and implement program performance measures and evaluation tools to determine impact and improve quality of programming. Identify and implement best practices.
- Develop and manage programs budget in collaboration with Director of Operations and Executive Director.
- Write and edit content for Georgia Appleseed program publications and reports, including grant narratives.
- Manage and develop relationships with state and national law firms and pro bono partners, recruit new volunteers.
- Manage legislative consultant and lobbying of state agencies, lawmakers, and other officials.
- Serve as in-house counsel/advisor to the Executive Director as needed.
- Serve as the liaison to the national Appleseed network on collaborative project initiatives.
- Prepare reports as needed for the Executive Director, Board of Directors, funding entities, and outside parties.
- Provide primary staff support to the Governance Committee of the Georgia Appleseed Board of Directors.

Education and Qualifications

- Demonstrated commitment to social justice and passion for Georgia Appleseed's mission.
- Juris Doctor and current license to practice law in Georgia.
- At least 7 years of legal experience working as a licensed attorney.
- At least 3 years of experience supervising attorneys.
- Fluency with the internet, technology, and cloud-based applications including constituent databases and project management programs.
- Fluency in Microsoft Office 365 (including SharePoint, Excel, Word, Teams).
- Valid driver's license and access to a vehicle for regular use.

Salary and Benefits

- The salary is \$95,000 - \$130,000 per year, depending on experience.
- Group health, vision, and dental insurance premiums for employee, currently paid at 100%.
- 401k match, currently paid at 2%.
- FSA and HSA plans available
- Free office parking.
- Generous paid time off.
- Hybrid in-office and remote work schedule

This is a full-time position located at 1600 Parkwood Circle SE, Atlanta 30339 in Cobb County. This job currently involves working from home Mondays and Fridays, and in the office Tuesday through Thursday. The LPD may travel throughout Georgia to fulfill assigned duties.

How To Apply

Submit a letter of interest, resume, and legal writing sample to hr@gaappleseed.org. We will only consider applications with all three items. This position will be filled as soon as a qualified applicant is identified and has accepted the position. No phone calls please.

Interviewed candidates may be asked to perform a skills assessment. Prior to employment, we will conduct a background check to verify prior employment, education, and criminal history, and candidates must provide proof of complete vaccination against COVID-19. Reasonable accommodations will be considered on a case-by-case basis for exemptions to the vaccination requirement in accordance with applicable law.

Georgia Appleseed Center for Law & Justice is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and urge people in all protected groups to apply for employment. Reasonable accommodations will be made for individuals with mental or physical disabilities who are otherwise qualified to perform the essential duties and responsibilities of a given position in a satisfactory manner, provided the needed accommodation does not result in an undue hardship for Georgia Appleseed.