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POSITION:

Deputy Legal Director for Legal Management and Operations

ORGANIZATION:

Lambda Legal

ABOUT THE ORGANIZATION:

Founded in 1973, Lambda Legal is the oldest and largest national legal organization whose mission is to achieve full recognition of the civil rights of lesbians, gay men, bisexuals, transgender people and everyone living with HIV through impact litigation, education and public policy work.

Lambda Legal is a nonprofit organization and does not charge its clients for legal representation or advocacy, or receives any government funding. Lambda Legal depends on contributions from supporters around the country.

The organization is headquartered in New York, and has five regional offices (Los Angeles, Chicago, Atlanta, Dallas and Washington, D.C.) throughout the country.

What Lambda Legal Does

Impact Litigation

Lambda Legal selects cases that will have the greatest impact in protecting and advancing the rights of LGBTQ people and individuals living with HIV.

Education

With the goal to help people exercise the rights they have and to build public support for equality, Lambda Legal informs and influences public opinion through public education campaigns, dynamic digital content and consistent and targeted earned media.

Public Policy

Lambda Legal advocates for public policy at the local, state and federal levels to improve the lives of LGBTQ people, people affected by HIV, and their families and allies.

Read more about Lambda Legal's work at www.lambdalegal.org

ABOUT THE POSITION:

Reporting to the Chief Strategy Officer and Legal Director, and working in close partnership with the two other Deputy Legal Directors, the Deputy Legal Director for Legal Management and Operations will manage and oversee the operations of the 30+ attorneys and paraprofessionals in the Legal Department. This person will be responsible for understanding the various legal and ethical rules governing a multi-state legal practice (serving as the Legal Department's *de facto* General Counsel for such issues), and ensuring compliance with these requirements. The Deputy Legal Director will also supervise the operation of Lambda Legal's Help Desk. This is an exciting opportunity to support the

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development of systems and processes that will enable Lambda Legal to meet its objectives, while also supporting professional development and equitable management for all staff in the legal department.

Responsibilities include, but are not limited to:

Team Leadership and Management

- Serve as a leader of the Legal Department, supporting the development and execution of department-wide work; serve as a model and culture carrier, modeling inclusive leadership and collaboration
- Advance the Legal Department's internal commitments to equity and inclusion through the creation, implementation and ongoing assessment of staffing and performance management structures to promote opportunity and professional development, while also providing support and ensuring accountability, for lawyers and paraprofessionals at every level within the Department
- Design systems and structures that will monitor and promote the alignment of staffing and resource allocation with strategic priorities, and lead to more effective working partnerships within and across departments.
- Promote a team-oriented culture of high performance and continuous improvement that values a commitment to diversity, equity and inclusion, continuous professional growth, and job satisfaction.
- Oversee attorney and paraprofessional recruitment and hiring efforts in collaboration the senior leadership of Legal Department and the Human Resources Department

Legal Operations

- Oversee the development and refinement of systems and processes to ensure that all records are maintained in compliance with all legal obligations
- Ensure controls and time tracking systems associated with Lambda Legal's 501(c)3 and 501(c)4 activities effectively enable efficient compliance with relevant regulations
- Oversee the management of Lambda Legal's Help Desk, which provides information and resources relating to discrimination based on sexual orientation, gender identity and gender expression, and HIV status
- Oversee all IT needs for the Legal Department, including informed management of technology associated with the Help Desk and other aspects of a multi-state legal practice.

Legal Counsel

- Provide ongoing counsel regarding legal and ethical obligations associated with a multi-state legal practice, including those requiring familiarity with evolving technology, and develop appropriate policies and practices to ensure compliance with all such obligations
- Communicate regularly with Legal Department and other organizational staff about obligations and boundaries that must be observed to ensure that Lambda Legal meets the highest standard of ethics and minimizes organizational risk
- Consult outside counsel on complex legal issues where necessary to fulfill these responsibilities

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CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- J.D. degree required
- A minimum of fifteen years of experience working in a legal setting, preferably one focused on social justice; including at least five years exceptional team leadership
- Familiarity with the requirements of managing a multi-state legal practice, and experience ensuring compliance with all legal and ethical obligations
- Demonstrated success of managing and leading teams through periods of change
- Ability to build relationships and work effectively with diverse cross-functional teams
- Demonstrated experience in recruiting, developing, supervising, and retaining a diverse team
- Track record of translating complex, technical legal issues into comprehensible advice and plans of action
- Proven success managing through change management; comfort working under tight timelines in a fast paced environment with grace and good humor, while ensuring quality and accountability
- Collaborative approach to work and a demonstrated capacity to “play well with others,” including colleagues in other departments
- Strong interpersonal skills and exceptional communication and presentation skills, both written and spoken, with an ability to inform, influence, convince and persuade
- Ability to navigate a wide variety of stakeholders and juggle competing priorities and interests in order to move the work forward.

LOCATION: Flexible. Lambda Legal is open to candidates based in any of their six locations; all candidates must reside within three hours from the office. Lambda Legal has offices in NYC, DC, Atlanta, Dallas, Chicago, and Los Angeles.

COMPENSATION AND BENEFITS: The annualized salary band for the Deputy Legal Director for Legal Management and Operations is \$175K-\$195K. This band is commensurate with the experience of qualified candidates and aligns with pay equity across the organization at this level of role. Lambda Legal offers competitive employee benefits.

QUALIFIED INDIVIDUALS, PLEASE APPLY:

<https://www.on-ramps.com/jobs/2040>

Lambda Legal is committed to further building and maintaining a staff that reflects the full range of LGBT, HIV-affected and allied communities, and is an equal opportunity employer. People of color, transgender and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with disabilities, and individuals living with HIV are encouraged to apply.