

**Leadership Opportunity | Director of Legal Services**

**Who We Are:** Disability Law Colorado (DLC) is a statewide, nonprofit legal organization dedicated to advancing the rights of Coloradans with disabilities. DLC works to achieve fairness and justice for people with disabilities through advocacy, litigation, policy leadership, education, and outreach. As Colorado’s designated Protection and Advocacy System (P&A), we use our federal authority to serve clients with disabilities—everywhere from nursing homes to prisons, schools to voting booths. DLC operates eight federally mandated P&A programs for people with disabilities and hosts three Older Americans Act programs. For more information about DLC, please visit: <http://www.disabilitylawco.org>.

DLC recently hired a new executive director and several new colleagues. We also benefit from a team with seasoned staff who have invested their careers in social justice. We are poised as an organization to restructure our priorities and approaches, have communities drive our legal advocacy, and create greater systemic change in Colorado and nationally. Join us in shaping DLC and disability rights.

**The Opportunity:** As the Director of Legal Services, you will report to the Executive Director, bring creativity and a commitment to disability justice, and lead the delivery of our legal and advocacy services (e.g., client representation, litigation, dispute resolution, and self-advocacy). You will also collaborate with and supervise the Protection and Advocacy (P&A) staff.

**Essential Duties and Responsibilities of the Director of Legal Services**

* Develops, leads, and manages legal department strategies and goals, including case selection and litigation activities, to ensure the most impactful use of DLC’s resources to meet the legal needs of people with disabilities and advance systemic change.
* Serves on DLC’s Leadership Team, including creating an inclusive and supportive work environment, improving internal processes, participating in strategic planning, and serving as a voice for supervisees’ concerns and perspectives.
* Directly supervises P&A team leaders, both attorneys and non-attorneys, of DLC’s primary P&A programs that conduct work, including investigations and monitoring, relating to people with disabilities’ rights in facilities, housing, employment, education, public accommodations, and representative payee programs.
* Assigns and evaluates team leaders’ work and provides coaching for the improvement of teams’ performance and programmatic outcomes.
* Oversees P&A staff training and development activities to maintain and grow expertise and ensures high ethical standards consistent with the Colorado Rules of Professional Conduct.
* Provides direct representation of clients in collaboration with other legal and advocacy staff.
* In collaboration with DLC’s policy staff and the executive director, reviews, analyzes, and drafts legislation involving disability issues, including contacting legislators and state and federal officials, participating in committee work, and providing testimony in policy settings.
* Leads P&A efforts for outreach, workshops, and public education regarding the rights and legal needs of people with disabilities.
* Participates in fundraising and budgetary activities.
* Establishes and expands DLC’s relationships with the legal community, including identifying pro bono partnerships, internship programs, and co-counsel opportunities.
* Assigns cases appropriately to grants; trains staff about grant requirements; and reviews and approves annual grant reports.
* Maintains a line of communication for the P&A teams among the Executive Director, Board of Directors, Executive Committee, Leadership Team, and other staff members.
* Fosters collaboration with DLC’s programs that support the Older Americans Act and ombuds services.
* Performs other duties as assigned by the Executive Director.

**Requirements and Qualifications**

* Juris Doctorate (J.D.) from an accredited law school.
* Current member in good standing of the Colorado Bar or admission to the Colorado Bar before beginning this position.
* At least seven years of experience in the practice of law, at least three of which must involve litigation experience.
* At least three years of management experience in a legal environment, including supervising attorneys and non-attorneys.
* At least three years of experience working in civil rights advocacy, either in a legal or other professional setting.
* At least two years of experience working with clients with disabilities to advance their rights in a legal or other professional setting.
* Ability to work independently, as well as on a team.
* Adaptability to supervise people with different roles, work styles, communication and coaching needs, professional backgrounds, and levels of experience.
* Commitment to providing services and advocacy that are focused on continuous improvement, the values of the Protection and Advocacy System, disability justice, equity, inclusion, and diversity.
* Experience using Microsoft Office products and other technology, such as Zoom, printers, scanners, file-sharing platforms, databases, timekeeping software, and other applications required to perform the essential functions of the job.
* Ability and flexibility to travel throughout the state, as needed to support outreach, leadership, representation, and litigation.
* Ability to triage multiple responsibilities, foster collaborative problem-solving, and address external and internal concerns and needs.
* Ability to analyze and summarize intake data, complaints, and information to identify trends and make recommendations for program effectiveness.
* Ability to respond promptly and effectively to common inquiries or complaints from clients, regulatory agencies, or members of the business community.
* Comfort with public relations, including interacting with the media, drafting press releases, and supporting DLC’s communications and publication activities.
* Ability to work successfully in a remote or hybrid environment.

Applicants for this position must live within Colorado or be willing to relocate to Colorado before they begin the position.

**Preferred Qualifications**

The following qualifications are highly desired to advance DLC’s work, but they are not required:

* Experience working with the Protection and Advocacy System
* Bilingual or multilingual
* Experience supporting elder justice

**Work Environment**

DLC is working to promote a mostly remote work environment, with the understanding that employees will travel and meet in person as needed for conducting their job functions and collaborating with other staff members, the Board, clients, and partners. (DLC currently has office space in Denver, which is available for employees’ use.) DLC provides equipment to employees to work successfully in a remote environment, including, but not limited to, laptops and phones.

DLC provides reasonable accommodations to enable individuals with disabilities to perform the essential functions of their jobs and participate in the recruitment and interview processes. For support with the application process, please contact Esther Brieno at ebrieno@disabilitylawco.org.

**Compensation and Benefits**

The hiring range for this position is $105,000-$120,000 annually, depending on experience. Disability Law Colorado offers competitive compensation and an excellent benefits package, which includes medical, dental, vision, life, short term and long-term disability, life insurance, and a 403(b)-retirement savings plan.

**Application Process**

DLC centers diversity, inclusion, and equity. We encourage candidates with disabilities, those from diverse backgrounds, and others committed to the work and mission to apply.

Candidates should submit a cover letter, outlining their interest and qualifications, along with their resume to Esther Brieno at ebrieno@disabilitylawco.org by June 25, 2022. Candidates wishing to mail or fax their materials, instead, may send them to:

Esther Brieno, Operations Manager

Disability Law Colorado

455 Sherman Street, Suite 130

Denver, CO 80203

FAX: (303) 722-0720

Disability Law Colorado is committed to providing a work environment that is free of unlawful discrimination and unlawful harassment. Disability Law Colorado’s policy prohibits harassment and discrimination based on age (40 & over); ancestry; national origin or ethnicity; citizenship; immigration status; race; color; hair style or hair texture; marital, registered domestic partner or civil union status; pregnancy and perceived pregnancy (including breastfeeding or related medical conditions); religion; sex; gender, gender identity or expression; sexual orientation or an employer’s perception thereof; wage disclosures; lawful off-duty, off-premises activities; because the person is a victim of a crime, domestic violence, sexual assault or stalking; military or veterans' status; physical or mental disability; family or medical care leave status; or any other basis protected by federal, state, or local law or ordinance or regulation.