

Job Announcement - For Posting Only

FULL-TIME DEPUTY DIRECTOR/LEGAL DIRECTOR MID-MINNESOTA LEGAL AID/MINNESOTA DISABILITY LAW CENTER

POSITION: Mid-Minnesota Legal Aid/Minnesota Disability Law Center (MMLA/MDLC) seeks a full-time Deputy Director/Legal Director to work in its Minneapolis office beginning in April-May 2019.

BACKGROUND: MMLA's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. MMLA is supported by funding from the State of Minnesota, the federal government, local governments, the United Way, foundations, local law firms and corporations, etc. MMLA enjoys a good rapport with, and strong support from, the organized bar. MMLA does not receive funds from the Legal Services Corporation.

MDLC is a statewide program of MMLA. MDLC receives federal funding to serve as Minnesota's Protection and Advocacy (P&A) system for persons with disabilities. MDLC represents Minnesotans with disabilities to enforce and to protect their basic civil rights. MDLC also engages in community outreach, policy advocacy, and public education efforts to advocate for people with disabilities throughout the state. MDLC's largest office is in Minneapolis. Other MDLC offices are located in Duluth, Fertile, and Mankato.

RESPONSIBILITIES: This position includes three primary areas of responsibility: [1] legal work management and supervision; [2] administrative, financial, and governance management duties; and [3] external relations. Basic duties in these areas include the following:

- Overall legal supervision and leadership of approximately two dozen MDLC staff in 4 offices statewide
- Oversight and review of MMLA/MDLC intake processes, including oversight of case assignments and eligibility screening
- Standing meetings with all levels of staff to discuss ongoing work, to identify emerging issues in MDLC's operations and practice, and to plan to meet client and office needs
- Handling of client grievances pursuant to MMLA's policies
- Management of MDLC grant budgets, staffing allocations, and work planning for 9 federal P&A grants, state funding, and occasional non-federal grants in consultation with supervising attorneys, a grants manager, and fiscal/administrative staff
- Management of a federally mandated Advisory Council for work on behalf of people with mental health disabilities, including planning agendas, ensuring Council membership remains in compliance with federal law, and reporting on the Council's work

- Leading MMLA Board MDLC Oversight Committee quarterly meetings and ensuring Committee membership is adequate
- Supervision of annual MDLC priority-setting process, including shepherding it through Advisory Council, Oversight Committee, and MMLA Board approvals
- Engagement with the MMLA Board, including attendance at quarterly MMLA Board meetings to report on MDLC's work
- Serving on MMLA Management Committee in capacity as Deputy Director for MDLC division
- Engagement and participation in HCBA and MSBA activities, particularly on working groups related to promoting diversity
- Relationship-building with the federal and state bench through participation in professional associations, committees, working groups, and boards
- Relationship-building with disability rights stakeholders through presentations and webinars sponsored by government agencies or other disability rights organizations and working groups
- Building and maintaining relationships throughout the National Disability Rights Network, a network of disability rights advocates touching every part of the United States

QUALIFICATIONS: Applicants must be licensed to practice law in Minnesota, with at least 5 years of managerial, supervisory, or comparable experience. The position requires excellent oral and written communication skills and the ability to work as part of a team. Proficiency using Microsoft Windows and Office is required. Access to reliable transportation statewide is required. Knowledge of disability law as well as familiarity with service systems is strongly preferred. Experience in providing services to individuals with disabilities is desired. Second language skills and experiences with diverse economic, social, or cultural communities are also a plus.

COMPENSATION: The salary for the position will depend on experience. MMLA/MDLC benefits include vacation, sick leave, family medical, life insurance, and both short-term and long-term disability insurance.

STARTING DATE: April 2019-May 2019.

APPLICATION DEADLINE: Submit cover letter, resume, three job-related references, and a writing sample online at: www.mylegalaid.org/jobs by Friday, March 15, 2019, or until position is filled. No calls please.

Legal Aid is an equal opportunity/affirmative action employer.