

**American Civil Liberties Union of** **Montana**

**Legal Director**

The American Civil Liberties Union (ACLU) of Montana seeks a Legal Director to lead its statewide program of impact-oriented litigation and legal advocacy. This is an opportunity for a visionary attorney to build on the success of the premier civil liberties and civil rights legal organization in Montana.

The Legal Director is a strategic thinker with the passion, drive, and creativity to defend and expand civil rights and liberties through reform litigation and legal advocacy. The Legal Director is a key member of the senior leadership team, which works with the Executive Director to shape the ACLU’s work in Montana. The Legal Director reports directly to the Executive Director and provides strategic leadership and coordination for both litigation and non-litigation legal advocacy undertaken by the ACLU of Montana. Using an integrated advocacy model, the Legal Director works in close coordination with the legislative advocacy team and the public education, communications, development, and field programs, as well as national ACLU staff.

# Background

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, non-profit organization. (The ACLU of Montana and the ACLU of Montana Foundation are affiliated corporate entities that share the same mission, office space, and employees. This job posting refers collectively to the two organizations as “ACLU of Montana.”) We are the state’s largest and most influential civil rights organization, combining litigation, policy advocacy, communications, and organizing tactics to promote a broad range of individual rights and liberties. These include, but are not limited to, racial justice, criminal justice reform, digital and informational privacy, LGBT equality, reproductive justice, immigrant and refugee rights, and freedom of speech and religion.

The ACLU of Montana maintains a fast-paced and friendly work environment, with eight core staff and offices located in downtown Helena and Missoula. Montana’s beautiful state parks, wildlife, ski areas, rivers, and trails for hiking and biking are within easy reach. To learn more about the work of the ACLU of Montana, please visit <http://aclumontana.org>.

**Responsibilities**

The Legal Director will preferably be based in Missoula and has the following specific responsibilities:

* In coordination with Executive Director, develop vision and set overall strategy for the ACLU of Montana legal program.
* Ensure the ACLU of Montana maintains an active and diverse litigation docket consistent with the priorities established by the Board of Directors through its strategic planning.
* Investigate and litigate select civil liberties/civil rights cases, including legal research, drafting pleadings and briefs, discovery and motions practice, trials, and appeals in state and federal courts.
* Supervise legal staff (paralegal, legal interns/fellows, and clinic students), including overseeing legal intake, managing workloads, and providing mentorship.
* Prepare legal memoranda and demand letters. Review, comment on, or write amicus briefs. Provide legal analysis to other ACLU staff.
* Coordinate collaboration with and legal support for other ACLU of Montana programs in the promotion of integrated advocacy.
* Collaborate with national ACLU partners and participate in national ACLU conferences.
* Coordinate the Legal Panel, an advisory committee of volunteer attorneys to the ACLU of Montana.
* Maintain communication and contact with the legal community, and develop a network of cooperating attorneys within and outside Montana.
* Serve as a spokesperson for the ACLU of Montana in the press, as a public speaker, and before other audiences, as appropriate. Coordinate media strategies for legal cases with communications staff.
* Collaborate with communications staff in drafting press releases, op-eds, and articles for newsletter, website, social media, and other outlets.
* Report on legal program activities to funders and the ACLU of Montana board of directors, attending board meetings as required by the Executive Director.
* Support fundraising efforts and perform other duties assigned by the Executive Director.

# Required Qualifications

* At least 5 years’ litigation experience, at state and federal levels. (Extraordinary candidates with less experience will be considered.)
* Experience litigating at trial and appellate levels.
* Experience working with clients from diverse constituencies.
* Strong leadership skills.
* Excellent research, writing, and oral communication skills. Demonstrated ability to communicate complex legal issues in the courtroom and to the public.
* Demonstrated ability to work cooperatively with lawyers, other staff members, volunteers, and community organizations.
* Deep commitment to and passion for the advancement of civil rights and liberties.
* Demonstrated ability to manage, prioritize, and meet numerous deadlines and diverse responsibilities in a timely and professional manner.
* A team-building, collaborative, and positive manner.
* A commitment to diversity and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance.

# Preferred Qualifications

* A background in constitutional law and civil rights.
* Experience recruiting, training, supervising, and motivating other attorneys.
* Experience working in nonprofit settings, especially advocacy organizations.

Montana Bar admission is required. An attorney not admitted to the Montana Bar shall seek admission and be admitted within a mutually agreed upon time frame.[[1]](#footnote-1)

**Compensation and benefits**

Salary is commensurate with similarly-situated nonprofit advocacy organizations, based on experience and qualifications.  Salary range available upon request: email [michellec@aclumontana.org](mailto:michellec@aclumontana.org). Excellent benefits offered, including health and dental insurance, a defined contribution retirement plan, and generous vacation, holiday, and medical leave policies.

**Application procedure**

All applications are treated confidentially. Submit a letter of interest; resume; two relevant professional writing samples (e.g., memoranda of law or demand letters demonstrating research, writing, and legal analytical skills); salary requirements; and three professional references, identifying their relationship to you and including their email addresses and phone numbers. Email your application to Michelle Cares, Office Coordinator, at [michellec@aclumontana.org](mailto:michellec@aclumontana.org) or mail it to:

ACLU of Montana, Attn: Michelle Cares

P.O. Box 9138, Missoula, MT 59807

Please put “Legal Director” in the subject line of your email or on your envelope. Also, please indicate in your letter of interest where you saw this job posting.

**DEADLINE:**

Applications will be reviewed beginning the week of February 13, 2017, and will be accepted until the position is filled.

**The ACLU of Montana is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Montana encourages applications from all qualified individuals without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.**

1. Montana provides for admission on motion to those who, among other requirements, “have been admitted by bar examination to practice law and engaged in the active practice of law for at least five of the seven years preceding application to Montana in one or more states, territories, or protectorates of the United States or the District of Columbia.” [↑](#footnote-ref-1)