



DEPUTY LEGAL DIRECTOR

POSITION OVERVIEW

The Deputy Legal Director plays a critical role in advancing ACLU-MT's legal efforts, with primary responsibility for ensuring that the legal docket reflects our organization's priorities and maximizes impact across a diverse range of subjects. They lead high-impact litigation and legal advocacy across the state. The Deputy Legal Director reports to the Deputy Director and directly supervises staff attorneys and paralegals within the Legal Department.

ESSENTIAL RESPONSIBILITIES

Litigation

- Assist Deputy Director in managing ACLU-MT's litigation program, including the supervision and direction of the legal docket.
- Investigate, develop, research, prepare and lead litigation in civil liberties cases in the federal and state courts and in administrative forums at both the trial and appellate level, including:
 - Preparing pleadings and motions.
 - Conducting discovery.
 - Presenting oral arguments.
 - Handling and supervising trial and evidentiary hearings.
 - Negotiating settlements.
 - Handling appeals.
 - Assessing requests for amicus support and supervising drafting of amicus briefs.
- Lead development of legal strategy to shape precedent in pursuit of ACLU-MT's mission.
- Recruit cooperating attorneys and deepen relationships with ACLU National's litigation programs.
- Assemble high-functioning litigation teams, coordinate regular team meetings and effectively supervise cases from cradle to grave.

Management and Legal Department Leadership

- Assume direct supervision of all Legal Department personnel, including senior staff attorneys, staff attorneys and paralegal.
- Provide mentorship and career development for Legal Department staff.
- Assist with recruiting and supervising Legal Department interns.

- Lead hiring processes for future job openings within the Legal Department.

Integrated Advocacy

- Provide legal support, analysis and guidance for lobbyists on legislative issues.
- Present testimony before legislative bodies and administrative agencies.
- Participate in public education on civil liberties issues by speaking at public events and know-your-rights trainings.
- Co-lead ACLU-MT's election protection advocacy.
- Collaborate with other departments as other integrated advocacy opportunities arise.
- Collaborate with Communications Department to effectively message our legal work to targeted audiences.
- Assist with grant reporting and undertakes as-needed visits with donors.

Other Responsibilities

- Manage the Legal Department budget with support from the Deputy Director.
- Attend national, regional, and other training and staff conferences.
- Model cooperation and collaboration cross-departmentally within the affiliate.
- Attend all mandatory staff meetings and occasional staff retreats.
- Perform other associated duties as needed and assigned by the Deputy Director.

REQUIRED QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

The following skills and experiences are integral to meeting job responsibilities. We deeply value lived experience in addition to any professional, volunteer, or coursework experience related to the items described below. Recognizing that the skills outlined below are varied and encompass the full range of needs for ACLU of Montana's Legal Department, if a candidate has very strong skills in one area but fewer skills in another area they are encouraged to apply.

- J.D. plus at least 9 years of civil litigation experience.
- Admission to the State Bar of Montana, Federal District Court for the District of Montana, and the Ninth Circuit Court of Appeals. If not admitted, commitment to apply for admission within six months of start date.
- Ability to manage and direct complex federal and state court litigation.
- Excellent analytical, research, writing and communication skills.
- Demonstrated ability to litigate independently.
- Demonstrated ability to supervise and manage attorneys and support staff.
- Demonstrated oral advocacy skills.
- Strong leadership and collaboration skills; demonstrated ability to work collaboratively and cooperatively with a varied and wide range of individuals and groups (i.e. staff members, board members, lawyers, clients, volunteers, and coalition partners and diverse communities).
- Experience managing, prioritizing, and meeting multiple and simultaneous deadlines and projects in a timely manner, with the ability to pivot and re-prioritize when necessary to meet fast-changing deadlines and organizational needs.

- Commitment to equity and inclusion, and respect for differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, and socio-economic circumstance and class.
- Understanding and willingness to engage with the issues of institutional and structural racism and bias, their impact on historically marginalized communities, and intersectionality in our interpersonal relationships and work.
- Demonstrated experience engaging and working with and/or on behalf of underserved and historically marginalized communities.
- Ability to travel and attend events as needed.

PREFERRED QUALIFICATIONS

The following experiences are particularly valuable, please be sure to address these in your resume or cover letter. We encourage you to apply even if you do not have all these skills.

- Demonstrated ability to coordinate teams of attorneys across a diverse range of issues.
- Familiarity with the ACLU-MT's mission and a broad range of civil rights issues and how they impact various communities across Montana.
- Commitment to, and passion for, social justice and the preservation and advancement of civil rights and liberties.
- Demonstrated ability and commitment to exploring creative and innovative solutions to novel legal issues.
- Experience with and understanding of Montana's constitution and statutes.
- Experience working with legislative processes.
- Exceptional people skills, including the ability to connect with clients and work professionally with opposing counsel.
- Flexibility to accommodate work outside of regular business hours when warranted/necessary.
- Experience working or volunteering extensively in a social justice or civil rights organization.
- Ability to travel as needed for rapid response and emergency situations.
- Desire to work in places where diversity and equity initiatives are forefront.
- Experience or knowledge of the varied Montanan Tribal Nations and their specific cultures.
- Familiarity with Microsoft Office suite and internet-based legal research databases.
- Lived experiences including, but not limited to:
 - Being directly impacted by the social and civil rights issues addressed by ACLU of Montana.
 - Living or working in Indigenous communities and/or living or working directly with people from diverse racial, ethnic, cultural, and socioeconomic backgrounds.
 - A history of personal work on issues of equity, inclusion, diversity and belonging, particularly on issues of race, ethnicity, gender, sexual orientation, and disability.