



Deputy Executive Director/Chief Legal Director – Job Description

Summary:

The Rocky Mountain Children's Law Center (RMCLC) is a non-profit legal organization with the mission of advocating for children and youth, driving systemic reform, and boldly challenging the status quo so that every young person who has experienced trauma or instability has the opportunity to thrive. The Deputy Executive Director/Chief Legal Director works alongside the Executive Director to develop and implement a vision for high-quality legal advocacy to meet the needs of children and families across Colorado. This position oversees RMCLC programming and provides mentoring, supervision, and training support to RMCLC staff.

Reports To: Executive Director

Position Responsibilities:

Deputy Executive Director Primary Responsibilities:

- ◆ Engages, with the Executive Director, in planning, implementing, and supervising the day-to-day operations of the organization.
- ◆ Reviews and approves, with the Executive Director, contracts, grant applications and agreements, and other legal documents on behalf of the RMCLC, as needed.
- ◆ Provides supervision and guidance for staff.
- ◆ Engages the collective staff in RMCLC cases and issues through regular meetings and reasonable office hours, developing a practice of routinely sharing information and discussing relevant matters and issues.
- ◆ Participates in strategic planning with Executive Director and Board of Directors.
- ◆ Identifies training needs of staff and arranges for appropriate training to meet those needs.
- ◆ Reviews legislation, in consultation with the Executive Director, in an effort to further the organization's public policy agenda.
- ◆ Develops and monitors, in partnership with the Finance Director, the financial and programming goals of RMCLC.
- ◆ Along with the Executive Director, reviews and approves expenditures of the RMCLC, has check-signing authority, and monitors financial accounts and balances.
- ◆ Participates as requested by the Executive Director in fund development events and meetings.
- ◆ Coordinates additional activities as requested by the Executive Director.
- ◆ Manages the organization in the absence of the Executive Director.
- ◆ Serves as legal advisor to the RMCLC and the Executive Director.

Chief Legal Director's Primary Responsibilities:

- ◆ Supervises the legal and social work staff in the performance of their responsibilities.
- ◆ Ensures that clients receive expert representation while advancing the organization's strategic priorities.
- ◆ Works with the Executive Director and legal staff to determine the legal advocacy strategies and goals for the organization, consistent with the overall mission of the agency.
- ◆ Develops and leads the agency's legal work plan and activities.

- ◆ Works with staff to fully integrate multidisciplinary approach to advocacy on behalf of RMCLC clients.
- ◆ Works with staff to achieve the organization’s legal goals related to discovery, motions practice, briefs, trial work, appellate work, and amicus briefing.
- ◆ Provides support to RMCLC clinical staff and works to incorporate clinical support on cases as much as possible.
- ◆ Works closely on client-specific issues by regularly meeting with staff, second chairing cases, when appropriate, and attending court hearings in order to provide contemporaneous feedback and assistance.
- ◆ Develops and manages the appellate practice including identifying opportunities to seek appellate review, supporting staff on drafting appellate briefs, and considering cases for amicus advocacy.

Qualifications:

- ◆ Passion for the Rocky Mountain Children’s Law Center’s mission.
- ◆ Juris Doctorate with an active law license in good standing with the Colorado Supreme Court.
- ◆ Experience preferred:
 - A minimum of 10 years of experience in the practice of law, with a preference in juvenile law, including experience in both trial court and appellate court advocacy.
 - A minimum of 7 years of experience supervising attorneys.
 - A minimum of 5 years of experience in law firm or nonprofit operations.
- ◆ Must possess thorough understanding and working knowledge of rules of evidence, rules of procedure, and the Colorado Rules of Professional Conduct. Specific experience with juvenile law is preferred.
- ◆ Exemplary research and writing skills including use of legal research database(s).
- ◆ Familiarity with courtroom practices and procedures.
- ◆ Open to collaborative process and engagement with others.
- ◆ Must be able to communicate and function in an interdisciplinary team in a fast-paced and complex work environment.
- ◆ Demonstrated multi-tasking and analytical skills, with the ability to anticipate issues, discern priorities, and respond quickly when needed.
- ◆ Demonstrated attention to detail and excellence in verbal and written communication.
- ◆ Demonstrated commitment to leading a team and encouraging the professional development of others.
- ◆ Flexibility to respond to changing needs and priorities.

Salary Range: \$80,000 to \$95,000 per year – based on skills, education, and experience.

Benefits Include:

- Medical insurance
- Dental insurance
- Vision insurance
- Life insurance
- 403(b) retirement savings with employer match
- AFLAC options
- Flexible spending account
- Employee Assistance Program (EAP)
- Vacation time, sick time, and personal time

Anticipated Start Date: January 2022

Interested parties must submit a resume, references, and letter of intent to Betsy Fordyce, Executive Director, at bfordyce@childlawcenter.org with the subject line: Deputy Executive Director/Chief Legal Director Position. In the letter of intent, be sure to address: 1) Why you? 2) Why this position? and 3) Why the Rocky Mountain Children's Law Center?

Submissions will be accepted through October 29, 2021, or until the position is filled.

The Children's Law Center does not discriminate in employment opportunities or practices on the basis of age, race, religion, sexual orientation, gender, gender expression, national origin, disability, veteran status, genetic characteristics or information, or any other characteristic protected by law.