

Job Title: Managing Attorney

Reports to: Executive Director

Supervises: Attorneys & Legal Assistants

Location: Washington, D.C. (preferred) or Oakland, CA

Specific Functions: Assist the Executive Director in maximizing the impact, and ensuring the smooth and efficient functioning, of the law firm. Serve as the administrative manager of the law firm, and mentor and supervise attorneys (as needed) and legal assistants. (Supervision of attorneys is not anticipated to include authority over case selection or require regular review of legal work product.) The Managing Attorney serves on Public Justice's Management Team. This position does *not* litigate. Occasional travel, between Public Justice offices in Washington DC and Oakland, CA and to various Board events will be required.

Administrative Management of Public Justice Legal Programs & Staff

- Serve as day-to-day administrative and personnel manager of Public Justice's legal staff and helps foster an inclusive, collaborative and supportive work environment
- Support and coach attorney supervisors (Project Directors, managers of fellows and interns) to excel in carrying out their management responsibilities
- Identify & pursue ways to improve efficiency in work and information flow within the law firm, between the law firm and the Public Justice Foundation staff and between our west coast and east coast offices and staff
- Focus on diversity recruiting and forming relationships with top law schools and other appropriate organizations to obtain quality candidates; attend job fairs, etc.
- Oversee coordination of grant management activities among attorneys and liaise with development staff regarding grant management, including facilitating timely and accurate reporting to grant funders
- Draft outreach materials highlighting the law firm's case docket and litigation victories for external attorney audiences
- Oversee coordination of communication activities among attorneys with communication staff
- Develop, implement and monitor the law firm's annual budget and work to contain costs within the law firm in a manner that is consistent with any strategic plan and/or programmatic objectives
- Monitor staff and other resource allocation within the law firm (including approval of law firm travel) and assist the Executive Director in resource allocation decisions in light of strategic and/or programmatic objectives
- Work within the law firm and with other departments as necessary to acquire resources for the law firm, including library and online research resources
- Oversee and manage the recruitment, hiring, and professional development of all legal staff and legal assistants (final decisions regarding legal staff rests with the Executive Director)

- Oversee the orientation and training of legal staff, including training on new technology and ongoing professional development, in consultation with the Human Resources Coordinator
- Implement the performance review process for legal staff and legal assistants in coordination with the Executive Director
- Oversee the case intake process
- Oversee the use and implementation of the Case Database
- Serve as law firm liaison to the Deputy Director of Communications, as needed, on the Trial Lawyer of the Year Award
- Identify and implement systems to ensure best practices within the law firm, including with respect to retainer agreements, co-counsel agreements, billing rates, and compliance with professional ethics

Organizational Strategy & Leadership

- Serve as a member of Public Justice's Management Team, providing insight, counsel and management assistance to the Executive Director and other Management Team members
- Work with the Executive Director and Public Justice Management Team to plan for and execute future law firm growth
- Assist the Executive Director with implementation of any strategic planning and goal-setting processes, and with the implementation of a strategic plan and/or programmatic objectives within the law firm

Governance & General Counsel Work

- Review and approve retainer agreements and co-counsel agreements with outside law firms and organizations.
- Oversee and manage organizational compliance with all applicable laws and regulations pertaining to nonprofit organizations
- Serve as chief staff liaison to the Foundation's Case Development/Special Projects Committee and assist the Executive Director in liaising with the Foundation's Case Evaluation Committee
- Serve as general counsel for Public Justice, P.C. and the Public Justice Foundation
- Manage and liaise with Public Justice's outside counsel
- Work with the Executive Director to produce written reports regarding the law firm's advocacy and case development work to Public Justice's Boards of Directors as needed
- Provide staff support and guidance to Public Justice's Boards of Directors as needed

Qualifications

- Licensed to practice law
- 5+ years civil litigation experience; 10 years of legal experience
- Nonprofit and/or law firm management preferred
- Management experience in fast paced environment
- Solid financial skills, experience managing budgets preferred

- Ability to manage up and sideways
- Board management experience, a plus
- Excellent writer; effective communicator

Public Justice is an equal opportunity employer and values a diverse and progressive workplace. Women, people of color, LGBTQ applicants, people with disabilities and veterans are all strongly encouraged to apply.

Please submit your resume with a cover letter to pjjobs@publicjustice.net. Please use the Subject heading, "Managing Attorney." Applications will be considered on a rolling basis but no later than June 17, 2019.