



Managing Attorney, Sexual Assault Legal Institute, Maryland Coalition Against Sexual Assault

Position Overview

SALI provides legal services to survivors of sexual violence, and technical assistance and training to professionals working with survivors. The Sexual Assault Legal Institute (SALI) is the Legal Services Division of the Maryland Coalition Against Sexual Assault (MCASA). The Managing Attorney strives to ensure that survivors of sexual assault have access to high quality and sensitive legal services through SALI. Direct supervision and mentoring of attorneys and SALI's senior legal advocate is a priority. The incumbent also provides oversight for legal information provided by MCASA, including legal training and information, and engages in systems advocacy. The Managing Attorney handles a very limited caseload, including handling complex cases and preparation of legal advice and technical assistance. This position is part of MCASA's senior management team and reports to the Executive Director & Counsel.

THIS POSITION REQUIRES BAR ADMISSION AND LITIGATION EXPERIENCE. **The ideal candidate will have had significant courtroom experience and is ready to leave day-to-day litigation to focus on mentoring other lawyers, improving the systemic response to sexual assault survivors, and supporting professionals who work in the field.**

Classification: Exempt

Responsibilities and Duties

The Managing Attorney will be responsible for:

- Managing the Sexual Assault Legal Institute, a statewide legal services program providing direct legal services to survivors of sexual assault across the lifespan.
- Supervising and managing litigating Staff Attorneys.
- Reviewing and evaluating requests for representation; selecting and assigning these cases for representation; supervising the provision of high quality legal services.
- Supervising or assisting with supervision of Policy Staff Attorneys, including attorneys addressing sex trafficking, college sexual violence, and sexual assault evidence kits.
- Promoting the professional development of legal staff through both in-house training and encouraging participation in trainings and conferences outside the agency.
- Maintaining a limited caseload in compliance with grant requirements, needs of office and other duties. The Managing Attorney's caseload includes complex litigation and co-counseling with less experienced attorneys.

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- Supervising and managing a Senior Legal Advocate; the Senior Legal Advocate is responsible for supervision of other legal advocates.
- Supervising a Staff Attorney to recruit, supervise, and manage legal interns.
- Developing policies and procedures to ensure that all survivors receive safety planning.
- Collaborating with agency staff to plan outreach and legal training, including for prosecutors, local law enforcement, SARTs, rape crisis centers, and other stakeholders.
- Representing MCASA at various taskforces and work groups addressing sexual violence in coordination with the Chief of Programming and the Executive Director.
- Responding to legal technical assistance requests, including providing the Executive Director and Chief of Programming with legal support.
- Assisting in production of training and technical assistance materials.
- Assisting in coordination and development of low bono/pro bono attorney network.
- Assisting with agency planning and management.
- Supporting flexible schedules and work/life balance among all staff.
- Managing SALI grant reports and application preparation in coordination with the Executive Director, Finance Manager, and grants management staff.
- Prioritizing and fulfilling responsibilities in accordance with available funding and grant requirements.
- Assisting with program development.
- Complying with Maryland Rules of Professional Conduct.
- Such other duties as assigned by the Executive Director & Counsel.

Qualifications

- J.D. from accredited law school.
- Must be admitted to Maryland bar. Attorneys currently licensed in another State may be eligible for admission under Maryland Rule 19-218 (temporary admission for public interest attorneys licensed out of state).
- Access to a car and valid drivers license; this position requires some travel within the State of Maryland.
- Access to a cell phone which has the ability to text and send and receive email.
- Minimum of five years litigation experience.
- Supervisory experience.
- Trial advocacy teaching, moot/mock judging, or performing arts experience preferred.
- Knowledge and/or previous work experience with sexual assault related issues.
- Common sense, a sense of humor, and passion for the work.
- SALI will consider 32 hour/week schedules for attorneys with more than 10 years relevant experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to travel to and from different locations within the State of Maryland.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Commitment to Diversity

MCASA is an equal opportunity employer. Its policy of nondiscrimination means that all employment decisions will be based on merit and without regard to factors unrelated to job performance, such as ethnicity, creed, marital status, national origin, religion, gender, age, sexual orientation, and physical, emotional or mental capacity.

To Apply: Send cover letter, resume and writing sample to jobs@mcasa.org. Please include your name and position title in the subject line. Applications that do not address the issue of sexual violence will not be considered.