

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Job Description

Position Title: Advocacy Director	Position Level: Department Director
Department: Law & Policy	Reports to: Executive Director

ABOUT THE ORGANIZATION:

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. A not-for-profit organization based in Washington, DC, the Law Center works with groups across the country. We have advocated successfully for over 25 years for systemic law and policy reform to protect the rights and dignity of homeless Americans and to advance systemic solutions to homelessness. The Law Center has won education rights for homeless children, secured housing rights for domestic violence survivors, enforced laws that convert surplus federal property to housing and services, and protected and advanced the civil and human rights of homeless people.

SPECIFIC RESPONSIBILITIES:

The Advocacy Director will drive program planning, setting strategic objectives to carry out this innovative and ambitious organization’s goals and ensuring their effective implementation. The ideal candidate will have superb legal and management skills; be a critical thinker with excellent writing and speaking skills; balance initiative with a team approach; be capable of interacting effectively with a broad range of internal and external stakeholders; value collaboration; relish challenges; enjoy problem solving; and possess a sense of optimism and humor. Knowledge of the legal and policy landscape affecting homeless persons would be especially useful. The Director will report to the Executive Director (who founded the Law Center 25 years ago), and supervise a dedicated and talented program team. The Advocacy Director will serve on the senior management team and work closely with the Executive Director, the Director of Development and Communications and the Director of Operations.

- Work closely with the Executive Director to set the organization’s strategic vision and shape program initiatives
- Lead program planning and work with program staff to ensure effective implementation of program goals, including carrying out programmatic work
- Manage relationships with key external stakeholders including legislative staff, pro bono litigation counsel, and partner organizations
- Develop and implement internal policies and processes for program staff
- Support pro bono program, including assisting with deepening relationships with current pro bono partners, recruiting additional partners, and developing pro bono projects that leverage our resources
- Work closely with development and communications staff to shape funding requests; to prepare reports to funders; to develop media and other communications strategies to increase visibility

and achieve organizational objectives, including writing programmatic content for newsletter and web site and assisting with responding to media requests

- Working in collaboration with the Director of Operations, develop project and program-related budgets
- Support Executive Director in working with the Board and its committees
- Represent the Law Center at outside meetings, conferences, and other events as needed
- Serve as part of the senior management team.

QUALIFICATIONS:

- Superb legal skills, including significant impact litigation and policy experience, required
- Demonstrated program development and program management skills required
- Strong analytical and critical thinking ability, including capacity to quickly master and manage multiple complex projects required
- Strong interpersonal skills and ability to work collaboratively required
- Experience supervising and evaluating staff; 2-3 years preferred
- Initiative as well as ability to work as part of a team required
- Ability to foster collaboration internally and externally with a wide range of stakeholders staff required
- Strong writing and public speaking skills required
- Strong problem solving skills and orientation required
- Commitment to social justice required
- Background in poverty law or related field preferred
- Non-profit, public interest law experience preferred

SALARY AND BENEFITS:

- Salary: Commensurate with experience.
- Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

APPLICATION PROCEDURE:

Send cover letter, resume, and a 3-5 writing sample relevant to the position, along with salary history and requirements to HR@nlchp.org with "Advocacy Director_Last Name_First Name" in the subject line. **No phone calls, please.**

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities and persons with disabilities are encouraged to apply.

APPLICATIONS DEADLINE: Until filled.