



JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

Founded in 1993, Disability Rights Advocates (DRA) is a non-profit public interest legal center that specializes in high impact civil rights litigation on behalf of persons with disabilities. The mission of DRA is to protect and advance the civil rights of persons with all types of disabilities, ranging from mobility and sensory to learning and psychiatric, in all areas of life including access to public accommodations, public services, employment, transportation, education, voting, technology and housing. With offices in Berkeley, California and New York City, DRA strives to end disability-based discrimination throughout the United States.

DRA's work focuses on achieving systemic changes in public and private entities' policies and practices. DRA takes on high-risk, high-impact cases. DRA prides itself on seeking to push the law as far as possible in novel and creative ways to end discrimination against persons with disabilities. DRA's work does not include individual representation unless such a case would provide systemic relief to a larger population. DRA's focus also does not include policy work, legislative advocacy, or publications.

POSITION

The Executive Director of Disability Rights Advocates will report directly to the Board of Directors. The Executive Director (ED) will have overall strategic and operational responsibility for DRA, managing DRA consistent with the core mission, namely impact litigation for the civil rights of persons with disabilities, and consistent with the approximate current operational size and structure, including staffing and number of offices. Any divergence from the current operation, size, or organization of DRA must be approved by the Board of Directors.

QUALIFICATIONS

The ED will be thoroughly committed to the mission of Disability Rights Advocates. Candidates should have proven leadership and management experience. Candidates should also have a J.D. degree with at least 10 years of litigation experience, preferably in civil rights class actions. In addition, candidates should have an ongoing relationship with the disability community. Candidates with disabilities are encouraged to apply.

Specifically, candidates must demonstrate the following experience and qualifications:

- Five or more years of senior management experience with a proven track record of effective leadership;
- Strong organizational management skills with the ability to supervise and oversee a bi-coastal office with a staff of approximately 30-40 persons;
- Solid, hands-on, budget management skills including the ability to work closely with finance staff;
- Proven ability to manage the operations of an organization, including Human Resources and administration;
- Strong public relations experience with the ability to engage a wide range of stakeholders and donors;
- Knowledge of fundraising strategies and donor relations in the relevant communities and experience implementing such strategies;
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships;
- Strong written and verbal communication skills including public speaking ability;
- Excellent interpersonal skills; and
- Passion, positive attitude, mission-driven, and self-directed.

RESPONSIBILITIES

Leadership & Management:

- Engage in strategic planning for DRA in consultation with the Board of Directors, Directors of Litigation and Co-Founder including future plans for DRA and mission implementation;
- Support the Board of Directors in their role to oversee DRA by communicating effectively with the Board in a timely and accurate manner to allow informed decisions;
- Conduct annual Board evaluations; and
- Develop and maintain high quality operations for DRA, including finance, HR and administration.

Fundraising & Communications:

- Be active and visible on behalf of DRA by meeting with the following on at least an annual basis:
 - current and former key donors
 - foundations that have supported or are currently supporting DRA
 - key stakeholders in the disability community
 - media and other contacts;
- Work with Director of Development and Communications to:
 - Expand and retain donor base
 - Develop ongoing relationships with new foundations
 - Deepen and refine all aspects of communications including web presence with the goal of creating a stronger brand; and

- Work with Directors of Litigation to identify key stakeholders in the disability community and attend annual needs assessments with Directors of Litigation.

Operations:

- Oversee Human Resources for the organization including recruitment, hiring, evaluation, retention, termination of attorneys and other staff;
- Oversee finances for the organization including budgeting, investments, and financial management oversight; and
- Oversee administration for the organization including IT, support staff, and building management.

Litigation Oversight

- Oversee Director(s) of Litigation in fulfilling their roles of litigation management;
- Provide potential new case leads through ongoing meetings with donors, foundations and stakeholders;
- Consult with Directors of Litigation regarding overall firm-wide Litigation Strategy;
- Consult with Directors of Litigation regarding specific litigation questions/concerns generally or specific to a case; and
- Provide ongoing training and mentoring to DRA attorneys and law fellows.

APPLICATION PROCESS

To apply for this position, please send the following to EDapplications@dralegal.org:

- Cover letter
- Resume
- Three references (including contact information)

Application deadline is October 10, 2016.

Disability Rights Advocates is an equal opportunity employer and values diversity. DRA offers competitive salaries, commensurate with experience, plus a comprehensive package of excellent employee benefits.