

Job Description: Managing Attorney

Position: Managing Attorney

Reports to: Executive Director

WDA Mission: WDA is the voice of the public defense community and provides support for zealous and high quality legal representation by advocating for change, educating defenders, and collaborating with other justice system stakeholders and the broader community to bring about just solutions.

The Managing Attorney Is Responsible for:

- Facilitating planning and overseeing implementation of the goals and priorities of WDA's Misdemeanor and Felony Technical Assistance Projects, the Death Penalty Assistance Project, the Incarcerated Parents Project, the Immigration Project and WDA's Training (CLE) Program;
- Ensuring that these program goals and priorities are consistent with WDA's mission, goals and priorities;
- Providing legal supervision and support, as well as work performance supervision and support, to WDA project staff attorneys, legal externs and any other WDA staff designated by the Executive Director to report directly to her or him;
- Engaging in the substantive legal work as necessary and appropriate, which may include responding to case consultation requests, editing and/or drafting of resource materials, and presenting at trainings;
- Directing and coordinating WDA's amicus work;
- Using WDA's operational systems with staff to ensure effective implementation of action plans for accomplishing WDA's goals and priorities;
- Providing the Executive Director with quarterly reports on program work plans and staff performance and professional development;
- In coordination with the Management Team, taking a leadership role in identifying and implementing priority policy and advocacy initiatives and opportunities to further WDA's mission, goals and priorities; and
- Cultivating and maintaining relevant professional networks and strategic organizational relationships within the criminal justice and related arenas to further WDA's mission, goals and priorities.

Work Performance Expectations and Key Results Expected:

- Meet with the Executive Director quarterly to engage in her or his performance assessment, receive and communicate feedback, and provide Executive Director with yearly professional development plan and meet quarterly to review progress;
- Work collaboratively with the WDA Management Team and WDA staff to further WDA's mission, goals and priorities; and
- Communicate effectively and professionally with supervisor, peers, direct reports and other WDA staff; willingness and ability to solicit and accept feedback.

Supervision:

- Provide support to and supervision of designated projects and project staff;
- Facilitate completion of work plans for training and technical assistance programs and submit quarterly reports to the Executive Director for these programs;
- Conduct regular meetings (at least monthly) with direct reports with timely and appropriate support and feedback;
- Engage with direct reports to clearly and consistently communicate work performance expectations, provide feedback and complete quarterly work performance assessments; and
- Develop professional development plans with and for direct reports and conduct quarterly reviews regarding implementation.

Legal Skills and Program Activities:

- Maintain up-to-date legal knowledge, analysis and skills in light of dynamic changes in relevant legal areas;
- Manage WDA's CLE program, including developing, implementing and maintaining systems to identify relevant training topics, organize programs, recruit presenters, evaluate programs, give and facilitate presentations, and work with the WDA CLE Committee, collaborating organizations, and operations staff;
- Coordinate WDA's publications and resource development work;
- Assist with technical assistance consultations in areas with special expertise and when circumstances warrant;
- Coordinate WDA's amicus work, including working with WDA's amicus committee to identify relevant cases and issues, recruit brief writers, as well as write, edit and sign and submit WDA amicus briefs;
- Cultivate and maintain professional relationships with WDA members, collaboration and community partners and other key stakeholders in WDA priority initiatives; and
- In collaboration with the Management Team, identify key issues and opportunities to further WDA legislative and policy goals, and provide leadership in developing and implementing strategies to achieve the goals.

Professional Standards:

- Must be self-motivated and self-directed – daily job duties are expected to be carried out with minimal supervision;
- Must be capable of setting priorities and working under pressure;
- Must demonstrate attention to detail and conduct her/himself in a professional manner;
- Must be able to manage time, space and responsibilities effectively;
- Must be able to engage collaboratively with internal and external colleagues to accomplish goals;
- Must be able to communicate work-related challenges and strategies to address them; and
- Must have a working knowledge of Microsoft Office, PowerPoint and Westlaw, and basic computer literacy and ability to do basic trouble shooting as required.