



Legal Assistance Program Director Full-time Exempt Position

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

Job Description:

The Legal Assistance Program Director is responsible for the overall effective operation of ODVN's legal assistance program. Core duties include:

Staff Management

- Supervise the Intake Coordinator for VOCA funded general intake and the Outreach Coordinator for LAV funded outreach program, and any other legal program staff, providing regular supervision, support, guidance, annual evaluations and work to ensure staff members have the necessary tools to perform the duties of the job
- Coordinate legal team meetings

Programming

- Supervise or perform ODVN's continued work to assist incarcerated survivors with clemency and parole processes
- In coordination with program Coordinators, develop, maintain and modify as needed intake priorities and eligibility standards to ensure a survivor-centered legal assistance program
- Maintain external and internal written documentation about processes in the legal program including the referral packet, intake procedures, etc.
- Participate in problem solving internally and with program partners and the panel to ensure high quality legal services are delivered to ODVN clients

Financial and Grant Management

- Manage attorney billing to ensure timely compensation to contract attorneys
- Write and submit federal and private foundation grant proposals for legal services and maintain all legal program grant information in GrantHub
- Manage database and information processes to ensure timely and accurate grant reporting
- Develop and submit high quality grant reports

- Maintain positive relationships with funders
- Manage all grants to ensure goals and objectives are met and program activities comply with funding requirements
- Track grant expenditures and manage forecasting to ensure funds are appropriately expended, including conducting periodic reconciliations between ODVN financial statements and program forecasting spreadsheets
- Research and work in coordination with other ODVN grant staff to develop new prospects for funding the legal assistance program including cultivating individual donors

Training and Technical Assistance

- Design, plan, provide and coordinate with external providers training for the legal assistance program and in coordination with ODVN's training program
- Design, plan, provide and coordinate a CLE schedule of high quality trainings for contract attorneys
- Ensure the provision of monthly advocacy calls and training sessions
- Provide technical assistance to domestic violence advocates and programs
- Develop, maintain and update survivor educational materials for ODVN website or other venues

Management of Contract Attorneys

- Recruit, orient and manage contracts of attorneys in the program
- Ensure continued operation of attorney listserv, monthly attorney calls, and attorney archived resources
- Work in coordination with Policy Director/Staff Attorney to ensure appropriate levels of supervision and support for contract attorneys

General

- Work to ensure that a social justice, survivor-centered perspective informs the work of the legal assistance program at all levels
- Participate on task forces, committees or other statewide initiatives as requested

Qualifications:

- Demonstrated ability to handle multiple tasks and work independently
- At least 3 years of advocacy experience in a community based domestic violence program
- At least 3 years of supervisory experience
- Experience working with survivors in the various civil legal systems
- Experience writing and managing federal and private grants
- Demonstrated expertise and knowledge about trauma and domestic violence dynamics
- Demonstrated commitment to social justice and survivor centered approaches
- Demonstrated ability to manage multiple tasks and deadlines simultaneously
- Demonstrated ability to work independently
- Proficient in Word, Excel, and Powerpoint
- Bachelor or Master's Degree preferred, but not required, in social service or related field
- Demonstrates strong writing and oral communication skills, public speaking, and organizational skills
- At least 3 years of experience developing and providing training on domestic violence
- Valid driver's license, access to own transportation, and a willingness and ability to travel statewide

Compensation:

ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; other health insurance policies at low costs to employees such as dental, vision, and short term disability; Health Savings Account, Flexible Spending Account, retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

Location:

Columbus, Ohio and statewide with potential for remote teleworking to be determined.

Application Process:

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

To apply:

Submit a resume with a cover letter or equivalent, to Mary O'Doherty at maryo@odvn.org by **April 13, 2021**.

Please do not submit anything by mail. No telephone inquiries please. The review of applications will begin immediately. Scheduling of initial interviews of first round candidates will begin in April, progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:

- Welcoming diverse people and perspectives
- Focusing on areas of inclusion via advocacy, training and leadership

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