

Managing Attorney Position Announcement

Disability Rights Maryland (DRM) seeks an experienced full-time attorney to promote and advance the human and legal rights of people with disabilities as the manager of our Mental Health team. DRM, a private, non-profit law firm, is a recognized leader in disability rights and the Congressionally mandated Protection and Advocacy organization for individuals with disabilities in Maryland.

About Us:

We help people with disabilities pursue opportunities to participate fully in all aspects of community life, and champion their rights to self-determination, dignity, equality, opportunity, and freedom from discrimination and harm. We provide free legal services to persons with disabilities in Maryland and engage in systemic litigation and public policy advocacy to positively impact people's lives. DRM's issue areas span criminal justice and prison reform efforts, education, monitoring of facilities to investigate abuse, neglect and rights violations, voting, housing, transportation, assistive technology, health care, and the right to appropriate services, among others, on behalf of Marylanders with all types of disabilities. DRM envisions a world where people with disabilities are fully included in all aspects of community life.

Our staff are collaborative, collegial and committed to the well-being of the communities we serve and one another. Our workplace is flexible and we place a high value on diversity and inclusion, both as an organization and individually.

Managing Attorney Positions:

This position directly manages the legal work of the team and is a member of DRM's management team. Responsibilities include helping to set legal priorities and develop and implement advocacy strategies for the teams, representing DRM on coalitions and commissions, and mentoring, supervising and supporting the professional development of staff attorneys, paralegals and advocates. This position also supports overall management and responsibility for compliance, including preparation and submission of grant reports with other members of the leadership team.

Responsibilities Include:

Team Management:

- Work closely with team members, stakeholders, and DRM administration to develop and execute advocacy strategies, identify priorities for systemic change, and direct the work of the team;
- Represent DRM on coalitions and commissions working to improve the lives of persons with disabilities;

- In conjunction with DRM's Litigation Counsel and Legal Director, develop systemic legal cases to improve the lives of persons with disabilities;
- In conjunction with team members, DRM's Legal Director, and other stakeholders, develop and lead public policy initiatives to make positive change for Marylanders with disabilities;

Supervision of Legal Work:

- Provide direct day-to-day supervision for attorneys, advocates and paralegals;
- Monitor and review the team's work on a regular basis to ensure it is conducted pursuant to DRM program priorities and in conformity with DRM policies, client wishes, applicable professional standards, best practices, legal and other requirements;
- Provide substantive guidance, consultation, and technical assistance to staff as needed;
- Evaluate performance of staff pursuant to DRM personnel policies to ensure an adequate and professional standard of work within the team. Recommend action, as may be required, to the Executive Director; and
- In collaboration with the DRM management team and team members ensure the development and implementation of individual workplans.

Programmatic Management & Administration

- Participate as part of the DRM management team in the planning and execution of DRM goals and objectives, including long-range planning, legislative and administrative education and technical assistance, public and media relations, budgetary planning, and staffing;
- Maintain program information necessary for grant reports, audits, applications, etc., and have first and primary responsibility for writing and submitting all required grant applications and program performance reports within the team, and as may be assigned by the Executive Director;
- Collaborate with external coalitions, organizations, associations, etc., to advance DRM's advocacy initiatives; and
- Perform other duties as assigned by the Executive Director or her designee.

Individual Casework

- Managing Attorneys are expected to handle individual cases and perform advocacy work.

Minimum Qualifications:

- J. D. Degree from an accredited law school; licensed to practice law in Maryland or admission to practice in Maryland after sitting for the next available Bar Exam;
- Demonstrated commitment to DRM's core mission of advancing the civil rights of people with disabilities to self-determination, dignity, community integration, equal opportunity, and freedom from discrimination;

- A minimum of **five years'** legal experience in positions of increasing responsibility. At least one year of experience providing direct supervision of legal work preferred;
- Experience working on advocacy and policy initiatives and litigation;
- Excellent organizational and project management skills;
- Ability to work well under pressure and meet frequent deadlines;
- Demonstrated initiative and good judgment;
- Ability to communicate complex legal issues clearly and effectively both orally and in writing;
- Strong interpersonal skills. Ability to establish and maintain effective working relationships and collaborate with DRM staff and colleagues in a team environment. Ability to motivate and direct team staff; and
- Ability to travel within the State of Maryland.

Preferred Qualifications: *Optional*

- Knowledge of mental health law, Medicaid Law, laws and policies affecting individuals with mental illness and related disabilities, and public policy and legislative processes;
- Experience in Maryland State District and Circuit Courts;
- Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities;
- A demonstrated interest or background in public interest work, particularly related to disability rights issues;
- Life experience with a disability; and
- Fluency in Spanish.

Salary and Benefits:

Competitive, depending on experience. The annual salary range for an attorney with 5-7 years' experience is between \$78,265 to 80,604 and depends on education level, experience, and special skills.

DRM offers a generous benefits package which includes excellent medical insurance, employer-paid dental, prescription, vision, life, and disability insurance, as well as pre-tax savings plans, a retirement savings opportunity with generous employer contributions, and opportunities for telecommuting policy. DRM offers employee reimbursement for some or all of the cost of spouse or partner-paid health insurance premiums up to an established maximum amount. DRM also offers generous paid time off, including vacation, holidays, sick time, and more.

While DRM can offer some flexibility in hours and days of work, generally work hours are Monday through Friday, 9 am to 5 pm. Occasional evenings and weekend work may be required. This announcement can also be found at <https://disabilityrightsmd.org/careers/>.

To Apply:

E-mail resume, cover letter, a writing sample to Jobs@DisabilityRightsMD.org with “Managing Attorney” in the subject line.

Applications will be reviewed on a rolling basis. Positions remain open until filled with priority given to applications received before February 24, 2023.

We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to advance the civil rights of persons with disabilities in Maryland.

DRM is an equal opportunity employer and we value diversity. People of color, individuals with disabilities, and LGBTQIA+ individuals are especially encouraged to apply.