



MANAGING/ASSISTANT MANAGING ATTORNEY

DRM seeks two passionate, civil rights-oriented, full-time attorneys to manage our Mental Health team and help manage our Developmental Disabilities – Health Care -- VOCA team. These positions serve as part of DRM's management team and directly supervise the legal work of staff attorneys, paralegals and advocates. Responsibilities include mentoring, supervising and supporting the professional development of staff attorneys, paralegals and advocates. These positions also support reporting and compliance requirements for DRM's programs, including preparation and submission of grant reports with other members of the leadership team.

We encourage personalized cover letters that explain the candidate's interest and passion for working in solidarity with the disability community to advance the civil and human rights of DRM's clients. Candidates should specifically and fully describe their legal experience in any of DRM Advocacy Priorities, including mental health, developmental disabilities or Medicaid, as well as their supervisory experience.

About Us:

Disability Rights Maryland (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. We provide free legal services and advocacy to persons with disabilities in Maryland. DRM envisions a world where people with disabilities are fully included in the workplace, neighborhoods and all aspects of community life. We champion the rights of individuals with disabilities to self-determination, dignity, equality, opportunity, and freedom from discrimination and harm.

Reports to: Managing Attorney (in the case of the Assistant Managing Attorney), Legal Director and Litigation Director (in the case of the Managing Attorney)

Supervises: Approximately 3 attorneys and 1-2 advocates/paralegals

Responsibilities Include:

Supervision of Legal Work:

- Together with DRM leadership, develop and pursue legal advocacy priorities for the team ;
- 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 Managing Attorney, 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, eligible for admission to Maryland bar based on out of state bar or admission to practice in Maryland after sitting for the next available Bar Exam;
- Strong 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;
- Knowledge of disability rights laws and policies;
- Experience working on advocacy and policy initiatives and litigation;
- Excellent analytical and writing skills;
- 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:

- Knowledge of mental health law, Medicaid Law, laws and policies affecting individuals with developmental and intellectual disabilities, and public policy and legislative processes;
- Experience in Maryland State District and Circuit Courts and the Office of Administrative Hearings;
- Experience working with and/or sensitivity to persons with disabilities and from diverse 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 and/or American Sign Language.

Salary and Benefits:

Competitive, depending on experience. The salary range for a managing/assistant managing attorney with 5-7 years' experience is approximately \$67,899 to \$71,900, depending on position and experience. DRM offers a generous benefits package that 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 a telecommuting policy. DRM offers employee reimbursement for the 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.

Detailed description of position can be found at <https://disabilityrightsmd.org/careers/>

To Apply:

E-MAIL resume, cover letter, a writing sample to jobs@DisabilityRightsMD.org with "Managing/Assistant Managing Attorney Position" in the subject line. This position remains open until filled. **Priority will be given to applications received prior to September 7, 2021.** 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. DRM values diversity. People of color, individuals with disabilities, LGBTQIA+ individuals are especially encouraged to apply.