

## Legal Director

### Major Function:

The Legal Director leads QT's Legal Advocacy and Education Program, which seeks to promote and defend the rights of people with developmental disabilities. This includes direct legal representation of people with developmental disabilities in DC seeking alternatives to guardianship or facing discrimination because of their disability; local and national policy advocacy; and community outreach and training. The Legal Director also works with DC government, DC courts, provider agencies, and the broader DC community to ensure that people with developmental disabilities have access to high-quality representation. The Legal Director administers the National Resource Center for Supported Decision-Making to advance the decision-making rights of people with disabilities and older adults through training, technical assistance, and promotion of promising practices.

Is supervised by and reports directly to the Chief Executive Officer.

**Supervisory Responsibilities:** Staff attorneys, pro bono attorneys, legal interns, and independent contractors

**Classification:** Exempt

### Essential Functions:

- Provides direct legal assistance to people with developmental disabilities seeking to exercise their self-determination and access decision-making supports, as well as those facing disability discrimination under the Americans with Disabilities Act. This may include preparation of supported decision-making agreements, powers of attorney, and other decision-making agreements; challenging guardianship petitions; requesting termination of guardianships; securing accommodations in employment, housing, or public accommodations; and identifying appropriate referrals to other legal services organizations.
- Provides strategic direction, supervises, and ensures high-quality representation of the Legal Advocacy and Education team, including staff attorneys, pro bono attorneys, interns, and contracted legal service providers.
- Works closely with the CEO to set QT's policy agenda and positions QT as an expert on legal issues impacting people with developmental disabilities by testifying before the D.C. Council; commenting on federal and local regulations and policies; participating in stakeholder activities, coalitions, and committees; and developing educational resources and trainings for diverse audiences.
- Administers the National Resource Center for Supported Decision-Making, including training and public education initiatives; developing and compiling relevant public resources; updating information about state laws and initiatives; and responding to public inquiries for information.
- Identifies and assesses opportunities for QT participation in systemic legal reform through amicus briefs, sign-on letters, litigation, and other legal tools.

- Ensures compliance with the terms of grants supporting QT's legal activities, including adherence to targets for grant deliverables, submitting reports, and working collaboratively to reapply for grants and/or apply for new grant funding.
- Provides training, technical assistance, and mentoring to people with disabilities, family members, community members, service providers and coordinators, lawyers, other professionals, and lay advocates on issues affecting people with developmental disabilities, including disability rights, access to decision-making supports, alternatives to guardianship, and developmental disability services.
- Participates as a member of the leadership team to set program direction for the organization.
- Serves as primary legal counsel to the CEO.
- Other duties, as assigned.

**Knowledge, Skills, and Abilities:**

- JD from an Accredited Law School and DC Bar Membership required; MD Bar Membership a plus.
- At least 8 years of legal experience, including experience litigating in local or federal courts; DC probate court experience a plus.
- At least 3 years of experience supervising attorneys and ability to effectively direct and evaluate the work of others.
- Experience with non-profit legal services and knowledge of relevant disability laws and other laws relevant to people with disabilities, including guardianship, alternatives, and promoting decision-making rights.
- Excellent written and oral communication skills, including the ability to quickly produce well-written legal, policy, and educational materials.
- Comfort and skill in presenting information to both professional and lay audiences of diverse backgrounds, ranging from government officials to attorneys to people with developmental disabilities and their families.
- Experience with program development and management, including preparing and managing operational plans and program budgets, is preferred.
- Effectiveness as a facilitator, leader, and negotiator.
- Deep understanding of core values of Quality Trust and ability to translate them into practice.
- Considerable maturity in dealing with employees, local providers, government officials, and the general public.

**Salary & Benefits:**

Public interest salary range of \$110,000 – 125,000 and generous benefits, including employer-paid health and dental insurance, short and long-term disability, life insurance, contribution to a retirement plan, 25 days of paid time off, and 13 paid holidays.

**QT Hiring Policy:**

QT is an equal opportunity employer and does not discriminate on the basis of race, color, citizenship status, national origin, ancestry, gender identity or expression, sexual orientation,

age, religion, creed, physical or mental disability, marital status, genetic status, veteran status, political affiliation, or any other factor protected by law.

Signature \_\_\_\_\_ Date \_\_\_\_\_