

**Open Position Announcement
Chief Attorney
Community Law Division**

Metropolitan Public Defender (MPD) is looking for a leader to head our Community Law Division (CLD) through a period of dynamic change, at the end of which we expect to be more efficient and effective in serving the needs of the most disadvantaged in our community. This leader will have responsibility for business planning, fund raising and managing relationships with a wide range of partners and funding bodies, as well as for the management of the staff. This position reports to the Executive Director of MPD and is responsible for the retention of current grants, acquisition of new grants, stewardship, reporting, and management of the grants portfolio.

CLD is a branch of MPD, a non-profit law firm that provides criminal public defense and other legal services in an effort to remove barriers to advancement for vulnerable populations in the Portland metropolitan area. CLD serves past and current clients of MPD's Criminal Division and clients of our established community partners. We assist people who were and are involved, or are at risk of involvement, in the criminal justice system.

CLD's specialty is diminishing the downstream effects of criminal justice involvement. We help undo the damage done by an imbalanced criminal justice system by reducing social stigma and clearing our clients' records. These criminal record clearing services include expungement, felony reduction, reducing court fines and fees, correcting the legal record, warrant resolutions, and driver's license reinstatement. We also advocate for systemic changes to help all Oregonians previously involved in the criminal justice system. Some of our efforts include developing county-wide programs to reduce court debt and legislative advocacy to widen statutory access to criminal record clearing.

In working with our clients, we evaluate their circumstances for other legal issues posing barriers to opportunity and stability. When beneficial, we will provide a fuller range of civil legal services. CLD's expanded services include immigration and removal defense, family law and protective orders, housing and homelessness prevention, public benefits, guardianship and other legal issue areas.

We partner with government agencies and organizations to serve our clients, working together to help clients navigate the legal system, remove barriers to economic opportunities, and deliver justice.

Essential Job Functions:

- Lead writer of grant proposals
- Business planning
- Fund raising
- Communicate regularly with MPD ED and partner organizations
- Collaborate with local organizations to identify and support the advancement of CLD
- Research legal and policy issues related to criminal justice reform
- Supervise and manage the legal work and related tasks of CLD attorneys, law students, social workers, Interns, legal assistants and outreach paralegals
- Prepare compelling letters of inquiry and grant proposals
- Maintain strong and positive relationships with funders through timely, well-written progress and annual grant reports using data to tell compelling impact stories
- Represent CLD in various forums, including before community groups, legislators, and state agencies

Education & Related Work Experience:

- Juris Doctorate Degree
- At least five years of civil litigation
- Strong academic background
- Excellent research and writing skills
- Admission to the Oregon Bar or willingness to sit for the next bar exam
- Understanding of / experience with Immigration law is a plus

Knowledge, skills, and abilities:

- Creativity and a demonstrated willingness to take calculated risks in crafting and executing strategies
- Demonstrated leadership in building and maintaining an innovative and positive working culture
- Excellent and consistent attention to detail and the ability to prioritize and meet deadlines
- Aptitude for and willingness to be a team player
- Initiative, vision, and a proven commitment to the struggle for social justice
- Ability to prioritize responsibilities and have fun in a high-energy, fast-paced work environment
- Initiative and ability to work collaboratively and efficiently
- Strong organizational skills, follow-through and flexibility around changing priorities and deadlines;
- Strong communication skills
- Understanding and sensitivity to issues client populations face
- Commitment to a non-hierarchical, client-centered approach to advocacy and ability to work on delicate issues in a compassionate and sensitive manner
- Experience working with diverse groups of partners
- Willingness to learn and use internal computer systems and databases

To Apply:

Along with a resume, please submit a cover letter and three letters of reference

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.