

ACLU of Ohio Foundation
Legal Director
JOB DESCRIPTION

The Legal Director identifies and recommends litigation, undertakes litigation in selected matters at the direction of the General Counsel, and identifies and recruits volunteer attorneys. The Legal Director is a key staff person reporting to the Executive Director and working with the Board of Directors to identify legal policy matters and to lead the organization.

Recruitment and support of volunteer attorneys

- Recruit and develop volunteer attorneys for legislative, legal and educational efforts
- Effectively utilize volunteer attorneys through assignment to ACLU cases and/or specific issues
- Support volunteer attorneys by providing resources, assistance and guidance

Docket development and control

- Review and analyze civil liberties complaints and issues
- Identify and develop high impact civil liberties litigation
- Research legal issues and supervise research undertaken by others
- Provide affiliate board with well-reasoned opinions and recommendations regarding potential litigation
- Supervise and monitor cases on docket and matters being considered for potential litigation
- Provide reports to affiliate board regarding the status of all matters

Legislation

- Analyze legislation for constitutional infirmities
- When appropriate, prepare testimony for presentation to members of the Ohio General Assembly

Public education

- Speak to a variety of groups on civil liberties issues and the ACLU of Ohio
- Hold seminars for ACLU law students, educate board and staff on developments in constitutional law and form relationships with educational institutions

Media relations

- Respond to media inquiries regarding a wide range of civil liberties issues
- Educate media representatives about not only applicable law, but also policy issues

Staff supervision

- Supervise and evaluate all legal department staff including counsel, litigation coordinator and law clerks
- Respond to inquiries from fellow staff members regarding legal issues

Fund raising

- Assist the Executive Director with articulating needs of the institution to financial supporters