



DIRECTOR OF LEGAL SERVICES

The James B. Moran Center for Youth Advocacy's Director of Legal Services provides strategic leadership and oversight for the organization's legal programs and initiatives. The Director is responsible for ensuring that the Moran Center delivers high-quality, client-centered, and culturally responsive legal services to youth, emerging adults, and families. The Director oversees the Moran Center's established legal programs, supports the development of new legal initiatives and pilot projects, supervises legal practice-area managers, and works closely with the Executive Director and Leadership Team to advance the organization's mission and strategic priorities. The Director also supports policy advocacy and systemic reform efforts, and helps strengthen partnerships with community organizations, pro bono attorneys, law schools, and other stakeholders.

The Director of Legal Services reports directly to the Executive Director.

DUTIES & RESPONSIBILITIES

Legal-Program Leadership, Supervision, and Team Development (55%)

- Provide strategic leadership and oversight for all Moran Center legal programs, including the Youth & Emerging Adult Criminal Defense Practice, Criminal Record Relief Practice, Education Advocacy Program, and School-Based Civil Legal Clinic;
- Supervise, coach, and support legal practice-area managers, including establishing clear expectations, providing regular feedback, promoting professional growth, and assisting with complex case-management, staffing, and practice-related issues;
- Establish and maintain systems that promote high-quality, timely, ethical, and client-centered legal representation across programs;
- Develop, implement, and periodically review legal-program policies, protocols, workflows, and practice standards;
- Identify opportunities to improve coordination across practice areas and strengthen the integration of legal, mental health, and restorative justice services;
- Help foster a collaborative, accountable, and mission-aligned culture within the legal department;
- Develop and support professional-development opportunities for attorneys, paralegals, law clerks, fellows, interns, and other members of the legal team;

- Coordinate the recruitment, selection, onboarding, and supervision of law clerks, legal interns, and fellows in collaboration with legal practice-area managers and other appropriate staff;
- Oversee the development, implementation, and evaluation of new legal initiatives and pilot projects;
- Collaborate with the Executive Director and other members of the Leadership Team to identify opportunities for program growth, legal collaboration, and organizational improvement; and
- Co-lead programmatic and interdisciplinary meetings with the appropriate members of the Leadership Team.

Quality Assurance and Direct Legal Practice (15%)

- Monitor the quality, consistency, and effectiveness of legal representation across practice areas;
- Review case trends, emerging legal issues, and practice-area needs in collaboration with legal practice-area managers;
- Maintain sufficient familiarity with each legal practice area to identify opportunities for improved advocacy, coordination, and professional development, as supported by the organizational budget;
- Periodically second-chair or otherwise support selected complex matters across practice areas, as appropriate, which may include a special education due-process hearing, an expungement or sealing hearing, an eviction trial, or another significant proceeding;
- Ensure that legal staff comply with applicable ethical obligations, professional standards, court rules, and organizational policies; and
- Support the development and refinement of legal-screening tools, intake protocols, and referral practices.

Data, Evaluation, and Continuous Improvement (10%)

- Oversee the collection, review, and use of outcome data for the Moran Center's legal programs and initiatives in collaboration with the Program Data Support Analyst;
- Work with legal practice-area managers and the Program Data Support Analyst to refine and identify meaningful performance indicators and ensure the timely and accurate documentation of services and outcomes;
- Use quantitative and qualitative data to identify trends, evaluate program effectiveness, strengthen service delivery, and inform strategic planning in collaboration with practice area managers; and
- Support the Executive Director in identifying and implementing opportunities for continuous improvement across legal programs.

Pro Bono Strategy and Partnerships (10%)

- Develop and oversee a comprehensive strategy for recruiting/engaging pro bono attorneys and other legal volunteers in support of the Moran Center's mission;
- Identify opportunities to expand the organization's capacity through pro bono partnerships, law-school collaborations, and volunteer initiatives; and
- Support the recruitment, training, and recognition of pro bono attorneys and volunteers; and
- Develop systems to appropriately match, track, and evaluate pro bono matters.

Community Education (5%)

- Support the practice area managers in providing informational presentations and trainings regarding legal rights, legal-system navigation, and issues affecting youth and families;
- Identify recurring legal issues and systemic barriers affecting the communities served by the Moran Center;
- Coordinate with the Executive Director to identify opportunities for legal collaboration with community partners, public agencies, advocacy organizations, and other stakeholders; and
- Represent the Moran Center at community meetings, coalitions, trainings, functions, and other events, as needed.

Organizational Counsel and Risk Management (5%)

- Serve as a trusted advisor to the Executive Director regarding legal, ethical, and risk-management issues affecting the organization;
- Review and advise on internal policies, procedures, practices, and agreements, as requested;
- Support the development of thoughtful, consistent, and legally sound organizational practices; and
- Coordinate with outside counsel, as appropriate.

Perform other job-related duties, as assigned.

QUALIFICATIONS:

- J.D from an accredited law school and current Illinois bar membership in good standing
- Familiarity with trauma informed and culturally aware legal services
- Passion for social justice, working to advance the vision of more just, racially equitable, and restorative society

SALARY: \$110,000 - \$125,000 annualized salary

BENEFITS:

- Healthcare for employees, their spouse and/or children, including dental and vision.

- Flexible spending account (FSA) for qualified expenditures, including for health care and childcare.
- 403B/Roth retirement saving plan with employer match.
- Generous paid leave (vacation, sick, wellness, holidays and winter break)
- Paid Maternal/Paternal/Family Leave.
- Cell phone and technology reimbursement.
- Eligible for Public Service Loan Forgiveness.
- Supportive, team-based environment and commitment to ongoing professional development.

TO APPLY:

Interested parties should send their resume and cover letter to Director of Operations, Shirley Kuzmanic-Galan at shirley@moran-center.org

Moran Center anticipates an accelerated hiring timeline for this role. Internal and external candidates are encouraged to apply. All candidates will participate in the same core selection process.

The Moran Center is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and encouraged to apply. We believe that a diversity of experiences and backgrounds is fundamental to achieving our mission.