

Director of Policy

About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized, non-profit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice.

Founded in 1967, LAJC provides services in four program areas: Civil Rights & Racial Justice, Economic Justice, JustChildren, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit www.justice4all.org.

From offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC fiercely advocates for low-income clients and communities in Central and Northern Virginia, and its work broadly impacts the entire state. Just in the past two years, we won a class-wide injunction ordering healthcare reforms in a women's prison, drove Virginia to become the first state in the country to adopt COVID workplace safety regulations, secured a national settlement providing new avenues for relief to over 400 traumatized asylum-seekers whose children were taken from them at the border, worked successfully in partnership with community leaders to demand police accountability, launched a statewide school funding campaign, and won major legislative reforms providing relief to nearly a million people who lost their driver's licenses due to court debt.

About the Position

LAJC is seeking an experienced advocate to serve as the Director of Policy. This position will work closely with LAJC advocacy teams and community partners to advance our ambitious agenda to achieve economic, social, and racial justice throughout the Commonwealth.

LAJC's programs use various tools to dismantle the systems that contribute to poverty in Virginia, including individual representation, organizing, policy advocacy, major litigation, and community education and technical assistance. In collaboration with program Directors, the Director of Organizing, and Director of Communications, this position will help advocacy teams develop and implement multi-faceted campaigns by advising them on a range of legislative and administrative policy outcomes and strategies, fostering collaboration across programs, ensuring that policy goals are community-driven to the extent possible, and integrating policy work with LAJC's other strategies.

The Director of Policy will also have primary responsibility for developing LAJC's policy advocacy infrastructure, including promoting policy advocacy skills development, assisting staff in developing relationships with legislative and administrative policymakers, developing systems that facilitate information-sharing, and ensuring that LAJC complies with all lobbying laws and regulations. In collaboration with the Director of Professional Development, you will also have primary responsibility for ensuring that staff receive any necessary trainings, mentorship, and technical assistance on legislative and administrative advocacy. Finally, the Director of Policy will serve as a key member of LAJC's management team, which advises the Executive Director as she

decides organizational priorities for all programmatic work and provides stewardship of organizational resources.

Required Qualifications

We're seeking candidates who excel at working effectively in teams and communicating across lines of identity and difference.

- A track record of developing and advocating for major policy initiatives at state or federal levels
- Mission-aligned experience (work or lived) partnering with and advocating in low-wealth communities and communities of color
- Strengths in organization, time management, oral and written communications, and demonstrating initiative.
- Willingness to work a flexible schedule that may include evening and weekend events, as well as travel (primarily within Virginia)

Preferred Qualifications

- Significant (10+ years) legislative and/or administrative advocacy experience at state or federal levels
- Management experience
- Familiarity with organizing campaigns and/or community lawyering
- Experience working with lawyers and/or familiarity with legal advocacy
- Prior advocacy experience (work or lived) using an explicit race equity lens

Location

Richmond, Charlottesville, or Falls Church, Virginia but statewide travel is necessary

Salary

Salary range is \$70,000 to \$95,000, or \$75,000 to \$100,000 with Virginia bar licensure or eligibility to waive in, based on experience and qualifications (upward 12% cost-of-living adjustment is available for positions based in Falls Church).

Benefits

- Generous leave
- Excellent family health, dental and vision insurance
- 403(b) retirement plan & loan repayment assistance
- Personal professional development budget & paid bar dues (if applicable)

Application Instructions

Email a cover letter, resume, three references, and a writing sample to Angela Cioffi, Executive Director, at hire@justice4all.org. The cover letter should describe the applicant's philosophy of organizing and highlight any experience (lived or worked) advocating for justice for people who experience marginalization because of their race or economic status, as well as any specialized skills, such as data analysis, technology skills, or language fluency.

Open until filled. Applications will start being reviewed immediately and on a rolling basis.

Questions? Contact Angela Cioffi at hire@justice4all.org.

The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.

