

DIRECTOR OF ADVOCACY, EDUCATION AND OUTREACH

Full-time, exempt position

LOCATION:

This position will be located at one of our four Florida offices (Tallahassee, Gainesville, Tampa, or Ft. Lauderdale).

POSITION OVERVIEW:

As a member of the Leadership Team, the Director of Advocacy, Education and Outreach reports to the Legal Director and is responsible for directing the delivery of advocacy services, education and outreach provided by Disability Rights Florida attorneys, advocates, and coordinators. The DAEO works with the Legal Director in developing the long-range strategic plan, agency Goals, Priorities and Objectives and coordinates with the other directors to oversee the development and implementation of organizational goals and work plans to ensure all staff are actively engaged in achieving planned outcomes. The Director of Advocacy, Education and Outreach reports outcomes to the Board of Directors and collaborates with community partners to ensure Disability Rights Florida continues to develop its reputation for excellence in advocacy for individuals with disabilities throughout Florida.

RESPONSIBILITIES:

- Assists the Legal Director in programmatic and operational oversight of the organization, including coordination with the other directors, the grant coordinators, and the Director of Operations to ensure our work meets the program performance expectations required by our federal funding and that outcomes are consistent with our organizational priorities.
- Ensures that the rights of people with disabilities as provided for by law and regulation are enforced through organizational leadership as well as personal effort.
- Uses best business practices to establish and maintain an organizational structure capable of taking effective appropriate action to resolve complaints of violations, withholding or denial of rights made by or on behalf of clients.
- Coordinates with the Legal Director and other directors to develop community outreach and educational opportunities for legislators and leaders of the state executive branch agencies on organizational priorities with particular emphasis on education and transition for youth with disabilities.

- Ensures high quality legal and advocacy representation through staff training, routine guidance, providing opportunities for achievement and recognition, and enforcing professional accountability.
- Demonstrates command of law and legal procedure, monitors trends in litigation and policy development and communicates legal advice in a manner appropriate to the audience.
- Acts with utmost commitment to the code of professional conduct and ethics and sets example for professional conduct of staff.
- Provides comprehensive reports of legal and advocacy accomplishments to Board of Directors, PAIMI Advisory Council and as required or requested by other executive, legislative or policy leaders.
- Completes accurate and timely administrative reports, manages resources and ensures staff compliance with organizational fiscal and human resource policy and procedure.
- Participates in organizational events, maintains working relationship with other disability rights attorneys in both public legal service and private practice, and relevant state and national advocacy organizations to enhance the visibility of the organization and further the rights of individuals with disabilities.
- Oversee case selection ensuring adherence to the agency's Goals, Priorities and Objectives.
- Supervise staff on case and project activity and legal representation.
- Carries out other such duties as may from time to time be required. Frequent travel within the state and occasionally out of state is required.

Qualifications:

- Expertise in disability law including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act is required;
- **Government clearance by the United States Government Office of Personal Management is required for this position.**
Applicants not having received clearance will be considered, however continued employment depends on obtaining clearance

- A commitment to diversity, equity and inclusion; a personal approach that values the individual and respects differences;
- Demonstrated commitment to civil rights and civil liberties consistent with the mission of Disability Rights Florida;
- Proven leadership skills, knowledge of management principles and strategic planning, organizational skills to manage multiple priorities and meet internal and external deadlines;
- Knowledge of federal benefit and state social welfare systems, institutional regulations impacting individuals with disabilities;
- Federal and state court experience to include client contact, complex motion or appellate practice and significant litigation through jury or non-jury trial;
- Public speaking skills;
- J.D. Law Degree; Member of the Florida Bar and all federal district bars in Florida within 6 months of appointment;
- Minimum of five years of legal management experience.

Application Procedure:

- Please submit a cover letter, Disability Rights Florida application, current resume and a legal writing sample to: Job1130@disabilityrightsflorida.org
- **Application deadline: Until Filled**
- **DFWP/EEO**