

Litigation Director Job Description

The Washington Innocence Project (WashIP) Mission: WashIP fights for innocent people across the state who have been wrongfully convicted by representing them in the courts, providing support as they rebuild their lives in freedom, and advocating for policy reform to identify, rectify, and prevent such injustices in the future.

Position Overview: The Litigation Director is responsible for the overall management of WashIP's litigation of post-conviction claims in Washington's trial and appellate courts and in federal court. The Litigation Director manages a team of staff and volunteer attorneys investigating cases and representing individuals whose innocence can be proven through post-conviction DNA testing or other new evidence. The Litigation Director maintains an active caseload appropriate for their leadership role. The Litigation Director plays a substantial role in effectively managing the team to keep them focused, motivated and high performing, while modeling WashIP's values of an inclusive and respectful workplace.

The Litigation Director reports to the Executive Director.

ESSENTIAL JOB FUNCTIONS:

MANAGE THE LITIGATION PRACTICE

- Hires, trains, and supports Staff Attorneys to provide high-quality legal services, and provides advice on legal strategy and case handling;
- Assigns and monitors caseloads;
- Reviews and tracks requests for assistance that have passed initial review as they proceed through the assessment process;
- Hires, trains, and supports paralegal and litigation support staff;
- Administers state and federal grant initiatives;
- Maintains an active client-based litigation caseload appropriate for the leadership role - investigates cases; interviews witnesses; meets with applicants and clients in prison; identifies and works with expert witnesses; drafts and files motions and briefs; serves as counsel or co-counsel in litigation of motion hearings, appellate arguments, and evidentiary hearings.

VOLUNTEER MANAGEMENT AND SUPERVISION

- Provides outreach, training, and supervision to *pro bono* lawyers;
- Prepares cases to place and/or co-counsel with community partners;

- Supports engagement in the community to promote education and awareness of innocence issues and assists with policy reform and fundraising initiatives.

QUALIFICATIONS & EXPERIENCE:

- Attorney with an active license and a minimum of five years of felony trial and/or appellate experience in criminal defense, post-conviction litigation, or other criminal litigation;
- At least two years of experience supervising lawyers in criminal defense, post-conviction, or other form of criminal practice;
- An interest and familiarity with the use of forensic science in litigation;
- Admitted to the Washington State Bar or eligible for reciprocity.

KEY COMPETENCIES (SKILLS, ABILITIES and TRAITS):

- Ability and motivation to create a cooperative and productive work environment;
- Ability to work collaboratively with colleagues in a sometimes intense and highly charged setting;
- Collegial, collaborative management style and demonstrated commitment to the value and power of teams and staff;
- Superior writing and editing skills, including drafting and editing complex briefs, and reviewing/editing the work of attorneys;
- Outstanding interpersonal skills;
- Client-centered approach to legal representation;
- Enthusiasm for social justice and the work of the Washington Innocence Project, including a demonstrated commitment to public interest law and criminal justice reform.

Compensation and Benefits: Benefits commensurate with other legal non-profits based in the Seattle area. Salary range **\$85,000 - \$120,000** depending on qualifications and experience.

The Washington Innocence Project is an equal opportunity employer and strives for diversity among its applicant pool as well as within its staff and board. We strongly encourage people from all backgrounds, especially racial and ethnic minorities, veterans, people with disabilities, and smart people with non-linear/non-traditional experience and educational backgrounds to apply for this position. Most importantly, no matter their background, the person selected for this position must embrace, advocate for, and deeply value equity, diversity, and inclusivity.

Please submit a resume and a cover letter or letter of interest to:
admin@wainnocenceproject.org.

The position will remain open until it is filled.