

ORGANIZATION

Disability Rights Legal Center (DRLC) is a 501 (c)(3) nonprofit organization that will celebrate its 49th year in 2024 as the nation's oldest cross-disability rights advocacy organization. Our mission is to champion the rights of people with disabilities through education, advocacy, and litigation. The DRLC strives to bring high-impact cases in administrative, state, and federal court. These cases impact the lives and conditions for many similarly situated people.

Under the supervision of the Executive Director of the DRLC, the Cancer Legal Resource Center (CLRC) Director oversees all aspects of the CLRC including supervising CLRC program staff, managing the intake line, and leading CLRC's policy advocacy, community outreach, strategic planning, and financial development.

JOB RESPONSIBILITIES

- **Strategic Planning & Reporting**
 - Collaborate with the Executive Director and the Director of Litigation to develop and achieve objectives of CLRC's strategic plan, including its internal goals, policy objectives, and community partnerships and visibility.
 - Lead organizational planning and development to better serve the cancer community.
 - Collaborate with the Executive Director and the Director of Litigation to identify and develop CLRC needs and internal capacity and facilitate strategic changes in project scope or assignments.
 - Prioritize CLRC program/project plan and lead the CLRC team to successfully execute annual plan and budget in support of the CLRC annual operations, quality, and fiscal goals.
 - Develop and implement mechanisms and relationships that create alignment along grant funding and deliverable requirements.
 - Pursue grants, donations, fellowships, volunteers, and other contributions to the CLRC.
 - Track all presentation benchmarks and prepare quarterly reports for the Executive Director and the Board of Directors.

- **Leadership & Supervision**
 - Create structures, accountability measures, and goals for CLRC staff.
 - Ensure that all internal and external activities are aligned with DRLC's policies, procedures, and protocols. Create structures as needed.

- Oversee and monitor responsibilities of CLRC staff attorneys, administrative assistant, law students, and volunteers.
- Train, supervise, and work with law students, fellows, and volunteers in collaboration with the Litigation Program.
- Manage administrative and management tasks, including grant compliance, personnel supervision and quality assurance evaluations, staff retention, and cancer network relations.
- Create structures, accountability measures, and goals for CLRC's professional panel attorneys in collaboration with the Executive Director and Director of Litigation.
- Work closely, maintain, and further develop relationships with CLRC's professional panel attorneys.
- Assess and oversee CLRC's national telephone assistance line.
- Conduct intakes, research legal questions/concerns, and provide information, education, resources, and referrals in a timely manner in collaboration with CLRC staff attorneys, administrative assistants, law students, fellows and volunteers.
- Promote effective work relations and work effectively as part of a DRLC team to facilitate the CLRC's ability to meet its goals.
- Conduct weekly supervision meetings with attorneys and administrative assistants to assess work, provide direction, and feedback.
- Ensure that attorneys are well trained in substantive areas of the law and legal practice using DRLC and external resources.
- Conduct annual reviews for all CLRC staff.
- **Policy Advocacy, Community Outreach, and Organizational Visibility**
 - Expand CLRC impact amongst underserved populations performing outreach to economically deprived, vulnerable, or marginalized communities.
 - Coordinate advocacy efforts to lead and support staff to optimize high quality advocacy for the CLRC.
 - Collaborate with the Executive Director, the Director of Litigation, pro bono attorneys, and others on issues such as amicus briefs and legislative advocacy.
 - Represent the CLRC in stakeholder meetings, public conferences, and in other outreach efforts that are strategically and concretely aligned with the development of policy advocacy.
 - Develop and maintain relationships with local and national cancer communities, other disability rights communities, and agencies whose work complements the mission of advancing the rights of people with cancer and disabilities.

- Participate in collaborative efforts and coalitions within the cancer, health, and legal communities. Lead and attend meetings, trainings, conferences, and outreach events.
- Identify brief service opportunities (including in-person intakes, letter writing, and limited scope representation) in the local community, where appropriate.
- Coordinate and conduct Know Your Rights trainings and outreach presentations on cancer-related legal issues to a variety of audiences including cancer patients and survivors, caregivers, health care professionals, and legal professionals.
- Develop, regularly update, and present cancer related training programs and written materials and publications on cancer-related legal issues for public speaking engagements, including in-person training, clinics, and webinars.
- Identify, create, and manage potential clinical externships at law schools and fellowships.
- Participate in traditional media appearances (TV and radio); social media activities; and other communication efforts, including drafting press releases and newsletters.
- Develop and meet grant funding objectives and deliverables.
- Other duties as assigned.

PREFERRED KNOWLEDGE & SKILLS

- Expertise in disability and civil rights law, health care law, and public policy.
- Demonstrated commitment to public interest law and advocacy.
- Demonstrated commitment to advancing the rights of people with cancer and people with disabilities.
- Ability to expand CLRC's impact among underserved communities.
- Ability to maintain and further develop relationships with national legal, cancer, and healthcare stakeholders.
- Ability to make effective oral presentations and prepare concise written reports to a variety of audiences.
- Excellent written and verbal communications skills, flexibility, and good humor.
- Excellent legal, organizational, and time-management skills and ability to work in a fast-paced environment.
- Excellent judgment, calm demeanor even under pressure, strong work ethic, resourceful, and able to maintain confidentiality.
- Decisive, with ability to exercise independent judgment.
- Proven ability to develop and maintain positive team environment and support staff morale and resilience.
- Ability to work collaboratively in a team environment.

- Ability to plan, organize, prioritize, and work independently.
- Ability to meet deadlines and perform multiple tasks while maintaining attention to detail.
- Excellent program evaluation and project management skills.
- Ability to make financial projections.
- Ability to work weekends and evenings.
- Willingness to travel locally and nationally.

EDUCATION & EXPERIENCE

- J.D. or L.L.M. degree from an accredited law school and active membership in the California State Bar, or ability to obtain admission.
- Minimum seven (7) years attorney experience.
- 7+ years of experience, preferably in cancer rights, disability rights or civil rights practice.
- 5+ years of supervisory and leadership experience.
- 3+ years project / program management experience.

SALARY AND BENEFITS:

The anticipated salary for this position is \$110,000-\$150,000 annually, commensurate with experience.

Benefits offered include:

- Employee medical insurance HMO or PPO plan 100% employer-paid.
- Employee dental and vision insurance 100% employer paid.
- Employee life & long-term disability insurance 100% employer paid.
- Vacation Days: 15 days per year, 20 days per year beginning the 3rd year of employment, accrued every pay period.
- Health & Wellness (sick) leave: 12 days per year.
- 15 days paid holidays, including Winter Break the last week of the year.
- Job-related professional development fees (including annual state bar dues and professional memberships).

Employees with federal student loan debt may be eligible to apply for Public Service Loan Forgiveness through the Department of Education. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

TO APPLY:

Location: Hybrid/Remote (Local Los Angeles, CA)

FLSA: Exempt

Type: Full-time

Must be legally able to work in the United States and maintain proper work authorization throughout employment.

Applications must include resume, cover letter, and writing sample. Submit your complete application to Anabel Prudencio, Director of Administration at AP@thedrlc.org include "CLRC Director" in the subject line. Incomplete applications will not be considered. Applications will be accepted until the position is filled. No phone calls, please. Only those applicants who are selected for an interview will receive a response.

Introductory period – A six-month introductory period will be required.

EQUAL OPPORTUNITY EMPLOYER:

DRLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DRLC strives for a diverse workplace. Persons with disabilities or from other historically underrepresented or disadvantaged communities are strongly encouraged to apply. We believe that a diversity of experiences, opinions, and backgrounds is fundamental to achieving our mission.