

Georgia Justice Project
www.GJP.org
Director of Legal Services
Position Announcement

Georgia Justice Project (GJP), a non-profit organization serving the Atlanta community since 1986, provides legal and social services to indigent persons in Fulton and Dekalb counties – as well as in the Macon, Georgia area. GJP provides criminal representation for pending legal cases in collaboration with social workers assigned to each client. We also seek solutions for removing obstacles created by criminal histories through remedies available in criminal court, civil procedures and policy advocacy efforts seeking to change current law in Georgia. We have an annual budget of one million dollars and raise our support from individuals, foundations, corporations and religious communities. GJP does not receive government funding.

Georgia Justice Project seeks a Director of Legal Services to direct the legal services provided by the organization and participate as part of the senior management team to execute our overall mission.

Summary Statement: The Director of Legal Services is responsible for all aspects of legal services provided by GJP. This position also carries a reduced case load (approximately 20 cases) for representation of active criminal cases in Fulton and Dekalb counties. In overseeing both criminal and civil representation provided by the GJP, the Director of Legal Services will manage four staff attorneys at the Atlanta office (2 criminal and 2 civil) and one staff attorney (civil) in the GJP Macon office.

The Director of Legal Services will:

- Oversee legal services provided to approximately 200 criminal and 400 civil clients annually including (70%):
 - New case assessment, evaluation and selection and case assignments
 - Legal representation strategies and activities
 - Implementation of organizational processes/procedures/reporting for legal services
 - Preparing reports of legal activities for internal and external stakeholders
- Provide professional development for legal staff including (20%):
 - Developing a comprehensive training program for new attorneys (criminal and civil)
 - Creating annual professional development plans for all attorneys
 - Creating annual performance objectives for the department and the staff
 - Recruiting and training volunteers & interns – approximately 20 annually
- Participate as a member of the senior management team including (10%):
 - Implementing GJP's strategic plan
 - Managing day-to-day activities of staff of 5 attorneys
 - Managing a \$350,000 budget for legal department
 - Engaging with Board of Directors
 - Representing GJP at various community events
 - Directing policy advocacy efforts concerning reducing barriers created by criminal records
 - Supporting the fundraising activities of the organization
 - Planning and participating in organizational events for clients and donors

The ideal candidate will have:

Required Experience-

- A. Member of Georgia Bar in good standing
- B. Significant Trial Experience
- C. Two to three years of Management Experience
- D. Significant Criminal Law Experience
- E. A Practicing Lawyer for at least 10 years

Preferred Experience -

- A. Ten Years of Criminal Defense experience
- B. Familiarity with criminal court systems of Fulton and Dekalb counties
- C. More than 10 years of substantial criminal defense experience including substantial trial experience
- D. Experience managing legal staff
- E. Experience training criminal defense attorneys
- F. Experience with the non-profit sector
- G. Experience with policy advocacy

This position reports to the Executive Director.

Interested persons please contact Hughes Consultants (<http://www.hughesconsultants.com/index.html>).