

Position	Legal Director	POSITION OVERVIEW: The role of the Legal Director is crucial in overseeing and guiding ICADV's legal program. They will be responsible for offering high-quality legal representation and consultation in family law and immigration matters to victims of gender-based violence. The Legal Director will also provide technical assistance to domestic violence member programs. Additionally, they will support the public policy team on priority policy issues for a portion of their time.
Classification	Full-time, Exempt	
Salary Range	Anticipated starting salary for this position is in the range of \$75,000 – \$85,000	
Responsible to	Executive Director	
Location	Hybrid option eligible	
Main Office	Des Moines, IA	

COMMITMENT TO EQUITY

ICADV is committed to building a diverse team that reflects the communities we serve and presents various experiences, backgrounds, perspectives, and skills. We encourage applications from those with diverse backgrounds. ICADV provides equal opportunity to all persons regardless of age, race, color, ethnicity, national origin, sex, gender identity, sexual orientation, ability, religion, political affiliation, economic position, relationship status, residence, or criminal history.

ABOUT ICADV

ICADV is a state-level non-profit organization working to address the needs of survivors of domestic violence for more than 35 years by enhancing victim service provision through movement building, training and education, legislative action, and limited direct services. ICADV's primary activities include engaging in systems change, developing leadership skills, and strengthening state-funded domestic violence and shelter programs members of our coalition. We facilitate training, education, and technical assistance to organizations and leaders seeking to end gender-based violence. ICADV survivor-focused programs include housing & economic justice education and legal assistance to victims. We work on public policy issues at the state and national levels.

POSITION RESPONSIBILITIES

- Develop a vision and strategy for ICADV's legal program in coordination with the executive director and legal staff.
- Use your legal expertise to ensure best practices and oversight of the legal clinic, including supervision and mentoring of legal staff.
- Manage and coordinate legal projects addressing the needs of victims/survivors, including domestic violence, sexual assault, stalking, and dating violence.
- Provide trauma-informed legal counseling, consultation, and representation to survivors of domestic violence, dating violence, sexual assault, human trafficking, and stalking, including restraining orders, civil/family law, custody matters, immigration petitions, and other relevant areas as needed.
- Build community and be in relationship with advocates and member programs to assist victims with accessing legal information and assistance.
- Confidently facilitate training & technical assistance through an intersectional lens to ICADV's membership, other professionals, and community partners.
- Develop written legal resource materials for advocates and victims/survivors, including manuals, training curricula, and attorney referral lists.
- Collaborate with ICADV's policy team to analyze and provide feedback on policy advocacy issues raised by clients and constituents.
- Engage in grant writing and reporting to ensure compliance with local, state, and federal laws.

WHAT DOES IT TAKE?

Experience comes in many forms. We value all of you, your connection to the communities we strive to center, and what you may share with ICADV. Minimum qualifications for this position include:

- Graduate of an accredited law school and admission to the Iowa State Bar.
- Committed to providing professional, high-quality, and sensitive legal services to domestic violence, dating violence, sexual assault, trafficking, and stalking victims.
- Demonstrated understanding and experience in addressing gender violence, social and racial justice, and violence prevention.
- Understanding or commitment to learning the Iowa court system and civil law procedures, including family and immigration remedies and ethics. Familiarity with criminal law is a plus.
- The ability to adjust one's communication style to fit different cultural environments.
- Excellent written and verbal communication skills and ability to engage with racially, ethnically, and socioeconomically diverse communities.
- Ability to effectively collaborate with colleagues from diverse backgrounds and work in a team-oriented, multicultural setting.
- Ability to successfully work independently and as part of a team.
- The ability to speak a second language fluently is ideal.

HOW DOES ICADV SUPPORT YOUR THRIVING?

As a non-profit organization, salaries are not as high as in the public sector. However, as an attorney with ICADV, you are valued and receive other benefits that support your health as a staff person and individual. We provide the opportunity to maintain a healthy work/life balance.

Your work with ICADV may qualify you for the Public Service Loan Forgiveness program. For more information: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

<p>SALARY</p>	<p>The anticipated starting salary for this position is in the range of \$75,000 – \$85,000.</p> <p><i>The starting salary will be determined based on relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position.</i></p>
<p>FRINGE BENEFITS</p>	<ul style="list-style-type: none"> • Single group health insurance (\$100 of total premium paid by employee); Family healthcare option available at employee cost. • \$400 Monthly Benefit Allowance for health insurance, dental, vision, flex spending, or agency-sponsored 403b. • \$50,000 Life-insurance policy, \$25,000 for partner, \$5,000 for dependent child • Employee Assistance Program • Cell phone reimbursement- up to \$75 monthly
<p>VACATION & LEAVE</p>	<ul style="list-style-type: none"> • Vacation: 14 hours/1.75 days a month (21 days a year. Maximum accrual of 168 hrs.) with increased vacation every two years. • Sick Leave: Forty hours of sick leave to start and then accrue 12 hours/1.5 days a month (18 days a year. Maximum accrual of 480 hrs.) • Shared Sick Leave Pool: This is available for use when an employee does not have accrued sick leave. • Holidays: ICADV offices are officially closed on the following days: <ul style="list-style-type: none"> ▪ New Year's Day ▪ Martin Luther King Jr.'s Birthday ▪ Memorial Day ▪ Juneteenth ▪ Fourth of July ▪ Labor Day ▪ Indigenous Peoples Day ▪ Veteran's Day ▪ Thanksgiving Day ▪ Day after Thanksgiving ▪ Christmas Eve <u>through</u> New Year's Day. ▪ One floating holiday <p><i>Additional considerations as requested to honor employee's personal religious or cultural practices.</i></p>

	<ul style="list-style-type: none"> • Parental Leave: Eight (8) weeks paid, with four additional weeks optional from employee accrued vacation. • Funeral Leave: Up to Five Days • Personal Days: Five sick leave days may be used as personal days. • Paid Administrative Leave in circumstances of natural disaster & pandemic • Employee Longevity-Leave: Three months paid longevity leave after every ten years of employment.
<p>WORK CULTURE</p>	<ul style="list-style-type: none"> • Come as you are and bring all of you. • Take care of yourself. If you're sick, stay home. If you need time off, take it. • We encourage flexibility, supporting a healthy work/life balance. Work a flexible schedule at home or in the office, depending on your daily activity. • Take opportunities to participate in training and engage with individuals and organizations from around the country (as funding allows).

INTERESTED?

Does this position pique your interest? If so, send your cover letter, resume, and three references to director@icadv.org. The position will stay open until filled.

Have questions? You can call 515-244-8028 or email ICADV Executive Director at director@icadv.org.

SUPPORTING YOU FOR THE INTERVIEW PROCESS

ICADV will provide support to all individuals selected for interviews to ensure they bring their whole selves, including but not limited to reliable access to technology, phone service, internet connection, transportation, childcare, and travel costs associated with the interview.