



DEPUTY DIRECTOR & SENIOR COUNSEL

Community Action Program Legal Services, Inc. (CAPLAW), a Boston-based anti-poverty organization, seeks a full-time Deputy Director & Senior Counsel.

ABOUT CAPLAW

We eliminate poverty by strengthening the legal and management capacity of community organizations. We serve as the national legal expert for the Community Action network. Through consultations, training, and resources, we equip approximately 1,000 community action agencies (CAAs) across the country with the knowledge and tools to operate as accountable and effective change agents. We also provide guidance to federal, state, and national Community Action partners on legal and financial issues affecting CAAs. We are a membership organization that envisions a dynamic national network of community organizations that empower individuals to overcome the effects of poverty and thrive.

ABOUT COMMUNITY ACTION AGENCIES

For over 50 years, since the Economic Opportunity Act of 1964 established the Community Action network, CAAs have been working to strengthen communities and help individuals and families with low-incomes achieve economic security. Nationwide, nonprofit and public CAAs funded under the Community Services Block Grant (CSBG) Act provide a multitude of services such as job training, adult and youth educational programs, Head Start, energy assistance, nutrition and food programs, housing, economic development, and transportation.

GENERAL DESCRIPTION

CAPLAW seeks a Deputy Director & Senior Counsel who is committed to public service and excited to work closely with the Executive Director & General Counsel to develop and execute our strategy for meeting the legal needs of the Community Action network, manage our operational and personnel practices, and support our Board of Directors. This position reports directly to the Executive Director and supervises the activities of a small team of attorneys and support staff. The Deputy Director serves as a leader in the Community Action network and as a representative of CAPLAW at national and regional convenings.

ESSENTIAL FUNCTIONS:

CAPLAW seeks a Deputy Director & Senior Counsel who will:

- Steward and further our mission by partnering with the Executive Director to develop our training and technical assistance strategy, ensure organizational compliance,

manage all staffing needs, support operations and fiscal functions, identify and seek funding opportunities, and advise our board of directors.

- Shape and grow our poverty-alleviation efforts by serving as the Project Director and overseeing the work of two staff attorneys and two support staff in the development and execution of our programs and projects, which include consultations, resources, trainings, advocacy on policy priorities, website design and content, and an annual national training conference.
- Evolve as a leader and thought partner in the national movement to end poverty by directly advising and educating our network on a range of topics, including Federal anti-poverty grant laws; IRS tax-exempt requirements; nonprofit corporate laws; governance matters such as board engagement and responsibilities; employment laws; innovative approaches to organizational sustainability, such as fiscal sponsorships, mergers, shared services, and social enterprise; and administrative law.

QUALIFICATIONS:

- Supervisory, organizational, and nonprofit financial management experience.
- Proven capability to handle a variety of tasks and drive a project to completion in collaboration with colleagues and other national Community Action partners.
- Demonstrated ability to effectively translate legal concepts into lay terms (written and oral).
- Strong interpersonal skills and professional judgment.
- Demonstrated commitment to public service and the mission of Community Action.
- J.D. and license to practice law in at least one U.S. state.
- At least five years' experience in one or more of the following practice areas: tax-exempt organization law, corporate law and governance, employment law, administrative law, federal grant management, and/or nonprofit management. Familiarity with federal grant law strongly preferred.

WORK ENVIRONMENT

This position will be primarily remote but must live in Massachusetts. Currently, all staff work in person one day per week at CAPLAW's office in downtown Boston near South Station. Periodic travel to out-of-state conferences is required.

The ability to work in front of a computer screen for extended periods of time is an essential aspect of this position. There may be periodic need to lift and/or move materials and equipment (such as a portable projector for CAPLAW's conference). Reasonable

accommodation will be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION

Competitive salary commensurate with experience. The benefits package includes:

- Generous holiday and paid time off (PTO), including all recognized federal holidays, one floating holiday, and the week between Christmas Day and New Years' Day.
- Reduced hours summer schedule (July and August).
- Employer-subsidized health and dental insurance.
- Employer-paid Life, Long- and Short-Term Disability Insurance.
- Generous employer 401(k) matching contribution (after the first year of employment).

CAPLAW strives to achieve excellence through a diverse and inclusive workplace. Our vision and values are reflected in all our employment decisions, including hiring practices. CAPLAW actively encourages people with diverse backgrounds and perspectives to join us in our work.

TO APPLY

Please submit a cover letter, resume, and writing sample.