



Director of Litigation
FULL TIME/EXEMPT POSITION
POSTING DATE: November 30, 2021

Position Summary

The Veterans Consortium (TVC) seeks to hire an experienced attorney to be the Director of Litigation. This position demands a personal passion and commitment to the veterans and families served by TVC. Our ideal candidate has a passion to serve veterans, can operate with considerable autonomy, wants to help our organization grow and thrive, and is results oriented. We offer competitive compensation and benefits, commensurate with the scope of the position and a candidate's expertise and experience. The Veterans Consortium is located at 2101 L Street, NW, Suite 840, Washington, DC 20037.

TVC is a leading independent, nonprofit organization that has provided pro bono legal representation in federal venues and complementary professional services to veterans and their loved ones or survivors since 1992. For over two decades, TVC's pro bono attorneys and staff have helped more than 65,500 individuals, won nearly 6,000 cases for deserving clients, and trained more than 5,800 pro bono attorneys and associated professionals for our National Volunteer Corps.

The Veterans Consortium Pro Bono Program recruits, trains, and supports volunteer lawyers to represent, free of charge, veterans and their dependents or survivors who are *pro se* appellants at the U.S. Court of Appeals for Veterans' Claims (CAVC).

The Director of Litigation leads and manages the daily operations of TVC's Case Evaluation and Placement component, including case screening, placement, and monitoring. Coordinates with the Director, Client Services to help find and place clients; and coordinates with the Senior Director, Volunteer Outreach & Education to help train, mentor, and onboard volunteer attorneys and related professionals. Supervises assigned personnel (Deputy Director of Litigation, staff attorneys, veterans law specialists, docket administrators, paralegals). Operates with autonomy and must be production oriented. The Director of Litigation reports directly to the TVC Executive Director and serves as the senior legal advisor for issues involving the CAVC.

Essential Job Functions:

- Functions as TVC's Director of Litigation, leading all litigation strategy and support to volunteers in the federal pro bono program. Ensures quality representation of veterans and their qualifying family members, caregivers, and survivors, before the U.S. Court of Appeals for Veterans Claims, and as appropriate before the U.S. Court of Appeals for the Federal Circuit and the U.S. Supreme Court.
- Establishes and ensures productivity and quality standards and leads system assessments and

improvements for the Litigation component.

- As an Officer of the Court, interfaces with the judges, Clerk of Court and other Court personnel and responds to orders as directed by the Court or by initiative as appropriate.
- Supervises daily all Litigation personnel and ensures individual performance evaluations, training, goal setting and goal tracking are accomplished. Determines component staffing needs and position requirements.
- Leads in establishing and ensuring productivity and quality standards for case evaluation and litigation. Leads systems assessment and improvements for the CE&P Component.
- Staff proponent for case screening and placement processes and practices. Assists with tracking Program metrics for use in system analysis, system improvements and innovation.
- Prepares various reports regarding the daily operations of the Component and contributes to organizational reports.
- Participates in Pro Bono Program trainings and assists the Executive Director with preparation for Executive Board meetings as required.
- Manages legal staff development training and continuing legal education activities.
- Working with the Senior Director of Education and Outreach, assists with training and mentoring of TVC National Volunteer Corps of pro bono attorneys and related pro bono professionals

Job Specifications

Education and Qualifications

- JD required. Licensed attorney (state and CAVC) with substantive knowledge and practical experience in veterans law (5 to 10 years).
- Experience leading up to seven staff members.
- Knowledge of business and management principles and practices including strategic planning and metrics tracking and reporting.
- Veteran, military/veteran spouse or possessing significant military experience an advantage.
- Experience with office processes, practices, and management either in civilian or military organizations.

Knowledge, Skills, and Abilities

- Ability to lead and train, mentor, and grow a legal team.
- Exceptional customer service skills.
- Ability to think critically and offer proactive recommendations, information, and solutions.
- Excellent written and verbal interpersonal skills that ensure effective communication with a diverse range of internal and external customers.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Adobe, and able to use or be trained in the use of Prevail which is the TVC case management systems.
- Demonstrate skills and track record for high performance and sustained productivity to achieve desired results.
- Exceedingly well organized, professional, and flexible.

- Self-starter who takes initiative and approaches situations with creativity.

Requirements of Job

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain in a stationary position for extended periods of time, and frequently communicate. The employee must be able to exchange information with others. This position requires occasional movement inside the office to access file cabinets, office machinery, etc. This position frequently operates a computer and other office machinery such as a copy machine, and computer printer. This position requires the incumbent to be able to occasionally reach for, lift and move office equipment, documentation, and supplies. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment. The employee can expect to work remotely at times, utilizing a Consortium provided laptop. During visits to areas of operations, the employee may be exposed to extreme cold or hot weather conditions. The employee must be able to travel up to 10% of time using public and/or personal transportation. The employee will be required to be physically present in the office at least 1 day during the work week, with the option to telework on the remaining days at the Executive Director's discretion.

Employment At-Will Disclaimer

The statements herein are intended to describe the general nature and level of work being performed by the employee and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Employment in this position is at-will and subject to termination by the employer or the employee at any time and for any reason, with or without notice. The statements in this job description do not establish a contract for employment and are subject to change at the discretion of the employer.

Salary

- Commensurate with experience: \$130,000 to \$140,000. This position is exempt.

Benefits

- Health & Dental Insurance
- Free Vision Insurance
- Free on-site fitness center
- Short-term and long-term disability
- 12 paid holidays
- Retirement Savings Plan 403(b), including 3% organizational contribution after six months
- Life Insurance

- Great location, blocks away from all metro lines (Farragut West, Foggy Bottom, Dupont Circle)
- Currently working in a mostly remote work environment due to Covid. On-site parking paid for on in-office days

**Interested candidates, please send your cover letter, resume and a legal writing sample to
Courtney.Smith@vetsprobono.org and Stephen.Jordon@vetsprobono.org**

The Veterans Consortium is an Equal Opportunity Employer

It is the policy of The Veterans Consortium that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or any other basis prohibited by law, including the DC Human Rights Act and Language Access Act.