



NAPW JOB ANNOUNCEMENT

JOB TITLE:	Deputy Executive Director, Program & Legal Advocacy
JOB TYPE:	Senior Management; Attorney; Confidential; Full-Time; Exempt
JOB LOCATION:	New York City (Office-based/On-site position)
COMPENSATION:	Competitive salary; Generous benefits

National Advocates for Pregnant Women (NAPW) is a New York City-based 501c3 non-profit, advocacy organizations that advances the principles of Reproductive Justice. NAPW seeks to protect the rights and human dignity of all people, focusing on pregnant and parenting women and those who are most likely to be targeted for state control and punishment, including low income women, women of color, and drug-using women. NAPW works to ensure that women do not lose their constitutional and human rights as a result of pregnancy; that addiction and other health and welfare problems they face during pregnancy are addressed as health issues, not as crimes; that families are not needlessly separated based on medical misinformation; and that pregnant and parenting women have access to a full range of reproductive health services, as well as non-punitive drug treatment services. NAPW uses the lessons learned from the experiences of these women to find more effective ways of advancing reproductive and human rights for all women and families.

Our work encompasses litigation, litigation support, and legal advocacy; local and national organizing; and public policy development, public education, and outreach. Two principles guide all NAPW activities: (1) to build bridges and align agendas across diverse public health, social justice, and civil rights movements, and (2) to leverage and connect local organizing and activism with national advocacy and policy work.

To that end, NAPW is actively involved in ongoing court challenges to punitive reproductive health and drug policies and provides litigation support in cases across the country. NAPW engages in local and national organizing and public education efforts among the diverse communities that are stakeholders in these issues, including the women and families directly affected by punitive policies, as well as public health and policy leaders.

Position Description

Reporting to and working collaboratively with the Executive Director (ED), the Deputy Executive Director, Program & Legal Advocacy (**DED**) is a member of the Senior Management Team (SMT) providing leadership for and supervision of NAPW's legal team and taking responsibility for the day-to-day program operations of the organization. The DED as an experienced senior level attorney with executive management experience and serves as a strategic thought partner and advisor to the Executive Director the SMT.

In absence of the Executive Director, the DED (in consultation with the COO), is designated as the highest authority to respond to internal and external inquiries, make programmatic/advocacy decisions, and represent NAPW in any and all responsibilities assigned to the Executive Director.

Responsibilities include (but are not limited to):

- Serving as a thought partner and advisor to the ED to create and implement NAPW's mission-work and strategic planning;
- Helping to identify and participate in management and staff trainings that support collaboration, identify and promote the organizations values and advances its mission;
- Working collaboratively with the SMT (collectively responsible for the critical business functions of Program, Finance/Operations, Human Resources, Communications, and Development/Grant Administration), to develop and implement administrative policies & procedures for guiding operations, strengthening internal systems, ensuring high levels of staff engagement, managing performance, and encouraging continuous learning, sound fiscal stewardship, and promoting administrative and programmatic alignment;
- Helping to create NAPW's reproductive justice public policy/public advocacy initiatives and to determine when NAPW supports and/or joins related allied efforts by other organizations;
- Directly supervising the day-to-day work of the Senior Staff Attorneys, Staff attorneys, post-graduate fellows, legal & programmatic interns, legal contractors, loaned associates, and Research and Program Associates. Supervision includes coaching and training, assigning and reviewing work, mentoring, analysis and editing of written work and providing the ED with sufficient time to review;
- Representing and speaking on behalf of NAPW at the request of the ED;

The ideal candidate will possess the following minimum qualifications:

- JD degree from an accredited law school is required; Membership in at least 1 (one) state AND federal bar is required;
 - Master’s Degree in Non-profit Management, Public Policy, Social Work, or a related field is highly-desirable;
 - **10+ years** of senior-level management experience in a non-profit legal advocacy/public interest/social justice environment, with demonstrable success in change implementation;
 - Minimum eight **(8) years** of complex litigation and advocacy experience as an attorney providing direct client representation, with a particular emphasis in public interest law and reproductive justice and drug policy litigation in state and federal courts;
 - **5-7 years** of experience in the supervision of attorneys and managing programs (and staff) in a non-profit advocacy setting;
 - Demonstrated capacity to serve as a member of a Senior Management Team and advisor to the Executive Director on all matters pertaining to NAPW's legal advocacy;
 - Knowledge of and experience in reproductive health, rights, and justice; civil rights with knowledge of drug policy reform, women’s rights, family law, child welfare reform, and human rights is highly-desirable;
 - Demonstrated interpersonal skills, cultural competence and enthusiasm about building collaboration across diverse movements;
 - Highly effective communication skills in a wide range of settings including the public and media;
 - Excellent legal research and writing skills, must be comfortable with editing and being edited;
 - Demonstrated and verifiable reputation of integrity with no history of disciplinary offenses as an attorney or in any other capacity;
 - Willingness to travel and to work evenings and weekends when necessary;
 - Full fluency in English is required. Fluency in Spanish or another language is highly-desirable;
 - Advanced-level proficiency in using Mac OS platform MS Office Suite, with familiarity or trainability in other software applications, social media platforms, and databases and research tools.
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THIS IS AN IMMEDIATE HIRE.

REQUIRED SUBMISSIONS (MUST INCLUDE ALL ITEMS LISTED BELOW):

1. **Cover Letter which must include all of the following elements:**
 - a) Your personal & professional motivation for seeking this position.
 - b) A discussion of what makes you the ideal/best candidate for this position.
 - c) Explain how your skill sets and experience best demonstrate your strategic approach.
 - d) Salary Requirement.
 - e) Indicate where you found this Job Announcement.
 2. **Resumé.**
 3. **Two (2) Writing Samples solely reflecting applicant’s own work (MUST submit BOTH A and B):**
 - a) One **Non- legal advocacy writing sample** such as an article, commentary or blog.
 - b) One **Legal writing sample** (i.e., a legal brief, argument or analysis) consisting of **NO MORE THAN** ten pages of text.
 4. **Complete contact information for three (3) professional references.**
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INSTRUCTIONS: NO PHONE CALLS OR FAXES PLEASE.

All submissions must be sent VIA EMAIL ONLY To: NAPWjobs@AdvocatesForPregnantWomen.org

SUBJECT: ATTN: Human Resources – NAPW Deputy Executive Director, Program & Legal Advocacy (JAN. 2020)

National Advocates for Pregnant Women is an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion or belief, national or ethnic origin, citizenship, marital or domestic partnership status, sexual orientation, gender identity or expression, age, disability, military or veteran status, or any other characteristic protected by federal, state, or local law. NAPW recognizes and values the benefits of a diverse workforce.

www.AdvocatesForPregnantWomen.org