



Senior Supervising Attorney - Job Description

Organization and Opportunity Overview

The ACLU-WI is a statewide non-profit, non-partisan, private organization with 23,000 members. The ACLU-WI is widely recognized as a cutting-edge and leading advocate for civil rights and civil liberties in the state, and works closely with other state organizations that share compatible goals. Our mission: *The American Civil Liberties Union of Wisconsin fights to protect, defend, and expand civil rights and liberties – particularly for communities historically denied their rights – through nonpartisan advocacy, community education, litigation, and organizing in order to create a more just future.* The ACLU of Wisconsin’s combined operating budget is approximately \$4.5 million with headquarters in the City of Milwaukee. The organization has a diverse staff of up to 30 individuals.

Position Overview

The Senior Supervising Attorney is a staff position within the ACLU-WI’s Legal Department. The Senior Supervising Attorney is a highly collaborative team player who works in tandem with colleagues across the organization to advance the goals of the ACLU-WI. The Senior Supervising Attorney leads and litigates cases in state and federal court. A core priority of the work is to use systemic impact litigation and advocacy strategies to advance the rights of persons on issues related to First Amendment rights, criminal legal reform, LGBTQ+ rights and bodily autonomy, immigrant rights, and voting rights. The Senior Supervising Attorney will develop significant subject matter expertise in one or more of these areas of work such that they are considered an expert in the field and are able to independently lead our legal work in those areas. The Senior Supervising Attorney will also work closely with staff across the organization on the Policy, Communications, Legal, Organizing, and Development and Engagement teams, as well as coalition partners and the ACLU National Office.

Job Context

This position is a full-time exempt position. The Senior Supervising Attorney reports to the Legal Director. The position may be based anywhere in Wisconsin in a hybrid work environment (in-person and work from home), but will require regular in-person attendance at the Milwaukee office for mandatory in-office days. Work is likely to include some nights and weekends and occasional travel at the expense of the organization.

Senior Supervising Attorney Primary Responsibilities:

The general job responsibilities of a Senior Supervising Attorney include, but are not limited to, the following:

- Investigate, develop, and lead high-impact cases at the trial and appellate level in federal and state courts and in state or federal administrative proceedings;
- Investigate, develop, and advance, in coordination with other Departments, non-litigation strategies for advancing civil rights and civil liberties;
- Conduct investigations, lead impact litigation, and/or non-legislative advocacy, either independently or in collaboration with other members of the Legal Department;
- Develop and maintain strong, collaborative relationships with our cooperating counsel, allied organizations, community-based organizations, stakeholders, members of communities affected by our work, and ACLU-WI members;
- Serve as an ACLU-WI spokesperson with the media and external partners on identified issues;
- Effectively supervise, manage, and mentor early-career and mid-career attorneys, Legal Department support staff, and law clerks, including assigning and overseeing day-to-day work and evaluating their work performance and professional development;
- Work closely as a partner with the Legal Director to improve internal procedures and to develop overarching departmental strategies and goals in the context of an organization-wide strategic plan;
- Work closely with and provide policy analysis and legal expertise to non-legal program staff at the ACLU of Wisconsin and ACLU National;
- Fulfill the duties of the Legal Director in the Legal Director's absence, as directed;
- Oversee the process for recruiting, hiring, onboarding, and managing new junior legal staff, fellows, and interns, and take responsibility for managing the professional development of these junior staff members;
- Other administrative duties as assigned.

Experience & Qualifications

- Commitment to Equity, Diversity, Inclusion, and Belonging as core values;
- A strong commitment to the mission and goals of the ACLU, racial justice, dismantling white supremacy and incorporating a structural power analysis into work;
- Knowledge and understanding of how power and oppression is manifested in matters of race, ethnicity, age, gender, sexual orientation, gender identity, gender expression, religion, ability, citizenship and socio-economic circumstances;

- Have a J.D. and be admitted to practice in Wisconsin or be eligible to waive into the Wisconsin bar;
- Have a minimum of 12 years of litigation experience in both state and federal courts;
- Have demonstrated ability in conceiving impact litigation cases and litigating them to conclusion. Significant experience in conducting evidentiary proceedings and handling expert discovery and witness presentation is an asset;
- Have excellent persuasive writing skills for court filings and for communications in legal and non-legal settings;
- Have demonstrated ability to speak persuasively and effectively with individuals from a diverse range of identities, interests, and backgrounds in non-legal and legal settings;
- Have strong legal aptitude, including thoughtful engagement with novel and complex legal questions, and demonstrated ability to respond quickly and effectively to emergent issues;
- Have a well-developed interest in a range of civil rights and civil liberties issues and the ability to master areas of law outside of their current expertise;
- Be highly collaborative with the desire to consult and share information with colleagues, and skills to respectfully resolve differences;
- Be able to tolerate a high degree of ambiguity and have the flexibility necessary to readjust strategy in an always changing legal and political environment;
- Have demonstrated ability to supervise attorneys to produce high-quality results and help less-experienced attorneys develop their skills;
- Have demonstrated practice of integrating key equity concepts into work and interpersonal interactions by addressing structural implications and disproportionate impacts of policies, activities, and decisions on race, gender, sexual orientation, gender identity and gender expression, class, and other group identities;
- Have demonstrated a commitment to diversity, equity, and inclusion within the workplace, using an approach that values all individuals and respects differences in race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, and other factors.

The following qualifications are preferred but not required:

- Prior experience working with community groups and coalitions either as clients or as partners on projects relevant to the Mission of ACLU-WI;
- Prior experience in recruiting and managing relationships with Pro Bono counsel from the private bar;
- Prior experience working in a non-profit legal environment;
- Fluency in a second language other than English.

Working Conditions: Hybrid work requirements consisting of approximately a 40-hour work week with work from home permitted when work responsibility allows, prioritizing caregiving and work-life balance needs.

- Ability to work extended hours including nights and weekends when the job demands it, especially related to litigation and court-imposed deadlines;
- Ability to travel, as required;
- Ability to work at a computer for multiple hours a day;
- Prolonged periods sitting at a desk and working on a computer;
- Visual acuity for extensive reading, preparing, and analyzing information, and viewing a computer terminal;

Mental Demand: Decision making, emotional intelligence, giving and receiving feedback and building trusting, collaborative relationships. The nature of this work can be emotionally demanding and requires thoughtful communication.

Physical Requirements

- **Stationary positioning:** Must be able to remain in a stationary, seated position for 50 to 75% of the working period.
- **Mobility:** Ability to move about as needed in the office or at offsite venues. Occasionally may be required to ascend or descend from one level to another.
- **Transporting:** Must be able to lift and/or carry items weighing up to 10 pounds frequently and up to 25 pounds occasionally.
- **Communicating:** The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- **Determine/Observe:** The ability to observe details at close range.
- **Operation of Machinery:** Must be able to constantly operate a computer and other office productivity machinery, such as calculators, copy machines, computer, printers and other devices.
- **Temperature:** Typically works in a climate controlled, indoor environment. May occasionally work in other environments at offsite venues that would include some exposure to outdoor areas with variation in hot and cold temperatures

Compensation: Compensation is based on relevant experience and skills, but expected to be no less than \$100,000 annually for a candidate that meets the Required Qualifications, including years of experience. The organization provides employees \$60 per month for internet and cell phone allowance. Benefits include paid vacation and sick leave, 12 weeks paid family medical / parental leave and optional medical (includes one plan at no cost to the employee) dental and vision



coverage, life insurance, short and long term disability insurance; and an optional 401(K) retirement fund with a stepped employer match.

How to Apply: Please **email** a single document of the requested documents to hr@aclu-wi.org, please use '[YOUR NAME]- Senior Supervising Attorney' in the subject line of the email. The requested items are the following:

- Cover letter explaining how you are qualified for this position and why you're interested in being part of the ACLU of Wisconsin;
- Resume;
- Writing Sample of a substantive, argumentative motion, response, or appellate brief filed in a federal court or state appellate court that has not been significantly edited by others;
- Final interviewees will need three professional references and will be required to meet with members of the team in person in Milwaukee.

Applications will be accepted until the position is filled.

This job announcement provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU of Wisconsin reserves the right to change the description and/or posting at any time without advance notice.

The ACLU of Wisconsin is an equal opportunity/affirmative action employer and strongly encourages people of color, people with disabilities, members of the LGBTQ+ community, and formerly incarcerated people to apply. The ACLU of Wisconsin undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact us at hr@aclu-wi.org.

The ACLU of Wisconsin is composed of two separate corporate entities, the American Civil Liberties Union of Wisconsin and the American Civil Liberties Union of Wisconsin Foundation. Both organizations share office space and employees.