

Position Announcement

Managing Attorney - Litigation

Job Information

Full Time Equivalent: 1.0 FTE (40 Hours per week), Exempt

Reports to: Director of Legal and Advocacy Services

Rate: \$88,608 to \$101,115 Attorney Pay Scale

Note: Compensation at Disability Rights Wisconsin is based on a tiered calculation scale that considers:

- prior relevant employment experience;
- candidate attributes applicable to social justice and disability advocacy work;
- grant coordination experience if applicable;
- supervision experience if applicable.

Location: This is a **Madison or Milwaukee** office position. Hybrid work is available. The applicant must be a Wisconsin resident.

Job Hours: Work to be completed during core office hours; 8 a.m. to 5 p.m.

How to Apply

Application Instructions: Required for this position is a:

- **resume or work experience history or both**, that details your qualifications and experience as they relate to the qualifications needed for this position.
- **cover letter**, or email or letter of interest.

Priority Deadline: August 18, 2025. Applications received by this date will be given full consideration. The position will remain open until it is filled.

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

What is Disability Rights Wisconsin?

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

Disability Rights Wisconsin arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

A diversity-based approach to disability rights recognizes the intersectional nature of oppression experienced by people with disabilities from marginalized and underserved communities. We work to specifically address disability-related injustices at the intersections of disability and race; disability and gender and gender identity; disability and gender-based violence; and more. We strive to create a welcoming and inclusive environment at Disability Rights Wisconsin.

Job Summary

The Managing Attorney - Litigation oversees the Litigation Team to work on systemic change issues that impact a broad range of people with disabilities in Wisconsin. The Managing Attorney- Litigation will lead a team of attorneys and advocates in areas of law including employment, housing, special education, civil rights, victim rights, conditions of confinement, and access to community services. They will maintain their own case load and co-counsel with Litigation Team attorneys and/or advocates on their litigation or administrative hearing cases to help them build their own litigation expertise. The Managing Attorney – Litigation will also help to set priorities for the Team and create and support the workflow to bring cases successfully from investigation to litigation and to work on strategic direction beyond litigation to tackle issues that supports DRW's mission.

This role ensures the delivery of high-quality legal services, supports the professional development of team members, and advances litigation strategies that drive systemic change for the communities we serve.

Key Responsibilities

1. Legal Oversight – 40%

- Work with the Litigation Team to develop potential cases for systemic impact litigation. Collaborate with Managing Attorney – Intake, Referral & Short-Term Advocacy to identify issues and strategize to ensure the most impactful use of DRW's resources to meet the legal needs of people with disabilities and advance systemic change.
- Supervise advocates and attorneys who comprise the Litigation Team.
- Mentor or assist other DRW attorneys as second chair to help them build their pre-litigation, administrative hearing, and trial skills.
- Coordinate professional development activities to ensure attorneys and advocates have the skills to perform effective and ethical practice.

2. Direct Legal Work – 20%

- Maintain a limited caseload of strategic or high-profile litigation.
- Conduct state and federal litigation and administrative hearings as first chair trial attorney. Work with external pro bono attorneys in larger, more complex cases.

3. Collaborative Work – 20%

- Collaborate with Director of Legal & Advocacy Services, Managing Attorney – Intake, Referral & Short-Term Advocacy, and Public Policy Manager to develop cohesive strategies to address Litigation Team priority issues and responses to litigation.
- Create and maintain a process to identify and document trends for future systemic litigation.
- Develop relationships with outside attorneys and law firms to expand DRW's pro bono capacity and co-counsel network.
- Develop and maintain expertise in significant disability focus areas.

4. Management and Compliance – 15%

- Ensure team compliance with ethical rules, organizational policies, and funder requirements.
- Track and report on team outcomes, deliverables, and grant objectives, including collaboration with Data & Grants Coordinator to draft portions of various grant reports throughout the year. Contribute to budget planning and resource allocation for the Litigation Team in collaboration with Directors of Finance and Legal & Advocacy Services.

5. General Responsibilities – 5%

- Adhere to all Disability Rights Wisconsin policies and procedures including but not limited to work hours; timesheets; file maintenance; confidentiality and security.

- Participate in Disability Rights Wisconsin activities such as all-staff meetings and committees.
 - May be other related duties as assigned.
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Qualifications

Required:

- Juris Doctorate law degree and licensed to practice law in Wisconsin or eligible within 6 months of hire.
- 8+ years of experience litigating individual and/or group cases with a record of taking litigation matters forward from investigation through all stages of litigation in state and/or federal courts and administrative forums, including trial, negotiation, mediation, and other forms of resolution.
- Experience and/or demonstrated interest in advocating for the legal rights of people with disabilities and/or other vulnerable populations.
- Experience working with people of culturally diverse backgrounds.
- Proven ability to communicate effectively with excellent written and verbal communication skills that include legal research and writing skills.
- Ability to travel within the state as the litigation schedule requires.
- Computer skills include email, word processing, and use of the internet, and using Microsoft Edge, Teams, SharePoint, and Outlook.
- Experience or strong interest in mentoring junior lawyers and working as part of a litigation team.

Preferred:

- Experience or direct contact with persons with a disability or in other marginalized groups or with social justice movements, either in a paid or unpaid capacity.
- Demonstrated knowledge and ability to evaluate and interpret implications of law and public policy and contribute to concise analyses and public responses.
- Proven experience with public speaking.
- Ability to write or speak Spanish, Hmong, or American Sign Language (ASL), as well as English.
- Prior experience litigating in federal court
- Prior administrative hearing experience.
- Prior personal or professional advocacy experience, which may include providing outreach, training, and/or technical assistance, and proven ability to build relationships with internal and external partners.

Work Environment and Physical Demands:

- **Remaining in a stationary position, often standing, or sitting for prolonged periods:** 27 to 40 or more hours
 - **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less
 - **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
 - **Operating motor vehicles:** 13 hours or less
 - **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours
 - **Light work that includes moving objects, boxes up to 20 pounds:** 13 hours or less
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Travel

This position requires up to 20% travel throughout the State of Wisconsin. Travel is anticipated to average 5 to 8 days per month, which may include an overnight stay. The travel schedule is expected to vary throughout the calendar year. While travel dates are typically scheduled far in advance, the position could require travel on short notice.

Day travel will be monthly, up to 8 days a month.

Overnight travel will be monthly, up to 4 days a month.

Benefits

Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account
- Employee Assistance Program (EAP)
- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional Life Insurance for employee and spouse and children
 - Critical Illness Insurance
 - Identity Theft
 - Pet Insurance
- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for – nor forgive – federal student loans. However, our status as a not-for-profit organization under Section 501 (c) (3), makes us an eligible employer. There may be other determining factors for one to qualify.

For more information, read the Federal Student Aid's Public Service Loan Forgiveness (PSLF) page:

studentaid.gov/manage-loans/forgiveness-cancellation/public-service

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
 - Medical and Caretaking
 - Vacation
 - Personal
- Bereavement Leave

Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)

We are an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status following Title VII of the Civil Rights Act of 1964 and the American with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

Date of Job Description: July 2025