



**Disability
Rights**
WISCONSIN

Position Announcement

Director of Legal and Advocacy Services

Position Information

Full Time Equivalent: 40 Hours / week

Reports to: Executive Director

Rate: \$124,000 – \$142,000 annually

Location: DRW has offices in Milwaukee and Madison. This position can be assigned to any of these office locations, depending on the applicant's residence. This position is not eligible for fully remote work. DRW has a hybrid work policy.

How to Apply

Application Instructions: Submit a resume **and** cover letter detailing your qualifications and experience as they relate to the required and preferred qualifications.

For priority consideration, apply online at our Careers page:

www.disabilityrightswi.org/careers

Application Deadline: *Preferred consideration will be given to applicants who apply by July 10th.* Position will remain open until filled.

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- info@drwi.org
- disabilityrightswi.org

Serving the state of Wisconsin with offices in Madison and Milwaukee

Note: You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed. Contact careers@drwi.org for more information.

About Disability Rights Wisconsin

Disability Rights Wisconsin is Wisconsin's Protection and Advocacy system. The agency is 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 the 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. We approach our work by recognizing the intersectional nature of oppression experienced by people with disabilities and work to address disability-related injustices at the intersections of race, ethnicity, gender, sexual orientation, socio-economic status, and more.

We strive to create a welcoming and inclusive environment at DRW where every person feels a sense of belonging.

Our programs include:

- **Protection & Advocacy** for people with disabilities (addressing abuse/neglect, discrimination, and access to services).

- **Disability Benefits Specialist** program (helping people access Social Security, Medicaid, Medicare, and private insurance).
- **Family Care & IRIS Ombudsman** program (supporting people to remain in community-based settings).
- **Victim Advocacy** services for crime victims with disabilities.

About This Position

The Director of Legal and Advocacy Services is a key leadership position at Disability Rights Wisconsin and serves on the Leadership Team. They are responsible for developing, implementing, and overseeing policies and practices that guide the organization's legal and individual advocacy work, as well as supervising Managing Attorneys in the areas of:

- Protection and Advocacy
- Disability Benefits Specialists Program
- Family Care and IRIS Ombudsman/SSI-Managed Care Program
- Victim Advocacy for People with Disabilities

The Director provides strategic direction, supervision, and mentorship to ensure high-quality and impactful litigation and advocacy while fostering an inclusive, supportive, and mission-driven work environment. The Legal Director ensures attorneys and advocates have and maintain the necessary knowledge, skills, and competence to advise and represent clients with disabilities.

The Director is responsible for overseeing compliance with applicable federal and state laws, ethical standards, and grant deliverables.

Key Responsibilities

1. Strategic Leadership and Advocacy Management: 30%

- Collaborate with the Executive Director, Managing Attorneys, and Public Policy Manager to develop cohesive strategies that address DRW's priority issues and strategic goals.
- Develop and oversee the policies, processes, and practices guiding litigation, mediation, and one-on-one and self-advocacy efforts.
- Oversee all legal services to ensure compliance with Wisconsin's Rules of Professional Conduct and grant compliance requirements.
- Ensure effective oversight of program teams by managing attorneys, addressing challenges, and ensuring quality and consistency in legal and advocacy work.
- Monitor trends and emerging issues in disability rights and adjust priorities to address systemic and individual advocacy needs.
- Support managing attorneys on litigation strategies and ensure that DRW practices assist and support attorneys and advocates to identify and properly develop and position cases for potential future systemic litigation.
- Collaborate with others on the Leadership Team on agency operations and financial oversight.
- Manage DRW's grievance process.

2. Supervision and Mentorship: 20%

- Directly supervise attorneys who oversee the day-to-day operations of their respective teams.
- Promote a supportive, collaborative, and accountable work environment for legal and advocacy staff.

- Conduct regular performance evaluations of supervisees and oversee performance management across advocacy and legal services staff.
- Work with managing attorneys to ensure proper supervision of all advocates and attorneys on staff, including performance issues and training needs.
- Maintain compliance records for all attorney licenses.
- Ensure all staff receive appropriate and ongoing training to enhance skills and effectiveness.
- Coordinate internal and external training opportunities to promote professional growth for attorneys and advocates.
- Foster a culture of continuous improvement and knowledge sharing.

3. Grant Management and Compliance: 30%

- Ensure that all legal and advocacy work meets grant deliverables and reporting requirements.
- Oversee and ensure timely and accurate submission of applications and reports to state, federal, and private funders.
- Collaborate with the Members of the Leadership Team to develop proposals, budgets, and compliance strategies for programs.

4. Policy and Procedures Development: 10%

- Develop, implement, and ensure compliance with policies, protocols, and best practices for legal and individual advocacy work.
- Uphold high ethical and professional standards for legal and advocacy staff.

5. External Relations and Collaboration: 10%

- Represent the organization in statewide and national forums, task forces, coalitions, and external partners to advance disability rights.

Director of Legal and Advocacy Services

- Build and maintain relationships with stakeholders, funders, and community partners to support and enhance systemic and individual advocacy efforts.
- Establish and grow relationships with outside attorneys and law firms to increase their pro bono support and co-counsel opportunities to expand DRW's capacity to engage in significant impact litigation.

6. General:

- Adhere to all DRW policies and procedures, including but not limited to work hours, timesheets, file maintenance, confidentiality, and security.
- Participate in DRW activities such as all-staff meetings and committees.
- May be other related duties as assigned.

Qualifications

Required:

- **Education:** Juris Doctor (J.D.) from an accredited law school and active bar membership in Wisconsin or eligibility for admission if not currently licensed.
- **Experience:** Minimum of 7-10 years of progressively responsible experience in disability rights, civil rights law, or public interest advocacy.
 - At least 5 years of supervisory experience managing attorneys and advocacy teams.
 - Experience in grant compliance, reporting, and program management.
 - Proficiency with case management systems, legal research tools, and Microsoft Office Suite.
 - Proven ability to evaluate and interpret implications of law and public policy and contribute to concise analyses and public responses.
 - Ability to work independently and as part of a team.
 - Manage your own workload and multiple priorities, and the work of others.
 - Court and Administrative hearing experience.
 - Demonstrated ability to provide people with disabilities or others from historically excluded populations with the opportunity for self-determination and empowerment.
 - Proven ability to communicate effectively with clients and/or internal and external entities, which includes excellent listening, verbal, and

professional written communication skills. Experience with effective public speaking.

Preferred Qualifications:

- Demonstrated commitment to advancing disability rights and familiarity with laws impacting individuals with disabilities (e.g., ADA, Section 504, IDEA, Medicaid/Medicare, Crime Victim Rights).
- Strong leadership, strategic thinking, and team management skills.
- Ability to write and/or speak Spanish, Hmong, or ASL as well as English is desired.
- General knowledge or ability to learn about resources relevant to individuals in Wisconsin's disability-related services/legal rights, residential, prevention of abuse/neglect systems, including Family Care, IRIS, community-based mental health programs, and adult/child protective services and crime victim services.
- Broad knowledge of quality services and civil rights for people with disabilities.

Travel

This position may require travel 2-3 days per month throughout the state of Wisconsin.

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
- Access to affordable, quality:
 - Dental, Vision Coverage
 - Additional Life Insurance for employee, 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 factors that determine whether one qualifies.

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

Additional benefits include the Employee Assistance Program (EAP), Commuter Choice, and Sabbatical 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 status, or disability status, following Title VII of the Civil Rights Act of 1964 and the Americans 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: June 2026