

## MAIP Legal Director Job Description

About us:

The Mid-Atlantic Innocence Project (MAIP) works to prevent and correct the conviction of innocent people in D.C., Maryland, and Virginia. We have one of the highest success rates in the country for exonerating those who have been wrongfully accused.

Since the project began in 2000, we have helped secure the release or exoneration of 31 men in the D.C., Maryland, and Virginia region. These men spent a total of 550 years in prison—years that were not spent with their children and their families. We have also helped pass 14 laws that would prevent or make it easier to correct wrongful convictions.

About the job:

MAIP's Legal Director plays an integral part in the organization's mission, representing clients in investigations and as we litigate compelling innocence claims that are uncovered during those investigations. As head of the Legal Department, the Legal Director is responsible for the overall management of the department and management of the Legal staff. The Legal Director is responsible for the department's overall strategic direction, and reports directly to the Executive Director.

The Legal Director's responsibilities include:

- Assign cases as appropriate to MAIP attorneys and investigators.
- Manage the overall case assignment list, ensuring that the list is balanced and current.
- Supervise all MAIP/UBIPC attorneys, fellows, and investigators, and oversee their work.
- Read screening memos, participate in screening calls, and participate actively in discussions about which cases MAIP should investigate.
- Oversee the overall direction and strategy of each case assigned.
- Read case files, develop investigative plans, and conduct and/or supervise the implementation of those plans by staff investigators or students.
- Conduct and/or supervise legal research.
- Track deadlines related to filings, public information act requests, etc.
- Edit pleadings that have been drafted by law students or co-counsel in cases that MAIP is litigating. Write the first draft of pleadings as needed.
- Determine when experts are needed in cases, consult with the Executive Director, and work with those experts.
- Periodically appear in court or conduct oral arguments.
- Manage relationships and communication with co-counsel and opposing counsel, working to ensure the collegiality of those relationships when possible.
- Maintain relationships with clients by signing appropriate engagement letters, explaining our work, managing expectations, interviewing them for information, meeting with them, scheduling legal calls, and drafting letters to update them promptly on their cases.
- Draft thorough closing memos in cases you wish to close and circulate those memos to legal staff for discussion.

- Communicate with the Screening Director and Operations Director about case assignments and closures.
- Keep abreast of relevant legal and scientific developments.
- Run weekly case meeting. Attend weekly staff meeting and weekly one-on-one meetings with the Executive Director. Submit monthly reports.
- Attend and participate in MAIP events and fundraising/development activities.
- Other duties, as appropriate.

Other expectations include:

- Be a team player who is engaged in and passionate about our mission.
- Treat colleagues, students, and volunteers with respect, courtesy, and kindness.
- Treat clients, prospective clients, exonerees, and their families with respect, courtesy, and kindness, and work to develop relationships of trust with them.
- Treat witnesses and other actors in the system with respect, courtesy, and kindness.

Additional qualifications:

- Attorney with active license and a minimum of 10 years of trial and/or appellate experience in criminal law.
- Prior supervisory experience of lawyers in a criminal practice a plus.
- Demonstrated experience managing budgets and supervising non-legal staff and administrative systems.

**Benefits:** Health insurance, Metrocheck participation, generous leave policy, and family-friendly environment.

**Please send your resume and cover letter to: [jobs@exonerate.org](mailto:jobs@exonerate.org). No phone calls, please.**

*The Mid-Atlantic Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply.*

*As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.*