Job Description

Legal Director

**The Center for Justice & Accountability** is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA’s vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world’s worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

**Position Overview**

This position contributes to CJA’s overall mission through the development and direct oversight of litigation and accountability strategies that hold perpetrators of atrocities accountable in and outside the U.S., advancing CJA’s global leadership in international human rights accountability. The ideal candidate will have exceptional knowledge and experience in U.S. civil and/or criminal litigation, international human rights, international criminal law, legal strategy, victim and survivor collaboration, partnership development, plus an extensive global network of contacts in relevant fields. The candidate will possess excellent project and people management skills. This is a full-time, salaried position with benefits.

**Reporting Relationships**

The Legal Director reports to the Executive Director. S/he supervises the litigation staff, and works closely with the transitional justice, development, communications, finance and administrative staff.

**Primary Responsibilities**

The Legal Director (LD) has primary responsibility for overseeing the development and implementation of litigation and accountability strategies worldwide. The LD will oversee investigations, case selection, case management, pro bono partnerships, law enforcement and other partnerships, coalition building, and related advocacy work on behalf of victims and survivors of torture and other severe human rights abuses. Duties include writing and publishing reports, working with media, public speaking, and other activities.

**Program and Partnership Development**

* + - * Identify, analyze and develop opportunities aligned with CJA’s strategic priorities;
			* Set goals and develop strategies, policies, processes and priorities for CJA cases and related projects;
			* Ensure outreach to and collaboration with pro bono counsel, law enforcement and other legal partners;
* Build and nurture relationships with victims and survivors, clients and witnesses, civil society, experts, academia, psycho-social organizations and others; and
* Build and maintain government and political relations.

**Program, Staff, and Client Management**

* + - * Oversee design, work planning, implementation, and evaluation of CJA investigations, cases and related projects to optimize impact;
* Supervise the litigation staff and serve as mentor to promote satisfaction, continuous learning and professional development;
* Oversee, or designate staff to oversee, the work of legal fellows and legal interns;
* Ensure that staff, consultants and volunteers adhere to safety and security procedures, especially during travel and in relation to victims and witnesses; and
* Ensure that clients are informed about case development and that their needs and interests are safeguarded.

**Litigation and Investigation**

* Direct and oversee investigations, selection of cases, progress of litigation and related advocacy work on behalf of survivors of torture and other severe human rights abuses;
* Oversee and ultimately be responsible for the quality and performance of CJA’s direct legal work and work with associated pro bono counsel at all stages of litigation;
* Analyze evidence and support investigation, provide case strategy and management, draft and review legal instruments and pleadings;
* Represent and assist clients and witnesses through discovery and trial and in ancillary legal proceedings;
* Conduct and review legal research;
* Oversee and maintain CJA’s litigation docket; and
	+ Keep current on relevant developments in domestic and international law and related evidentiary and procedural issues.

**Education, Outreach and Public Relations**

* Work to advance the field of human rights litigation as a thought leader for ideas, through publications, conferences or other fora;
* Create, review and update programmatic and case content on CJA’s website and other outreach materials and publications;
* Help identify fundraising opportunities and engage in donor cultivation activities;
* Develop written program outlines and plans to support grant proposal writing;
* Participate in crafting, reviewing, and editing programmatic reports to donors;
* Engage in public speaking and media interviews; and
* Provide oral and written programmatic reports to CJA’s Board or other constituencies.

**Fiscal Oversight**

* Develop and oversee litigation and related program budgets; and
* Ensure the appropriate use of funds and proper documentation of expenses for all programs and staff under supervision of the GLD.

**Senior Management Team**

Serve as a key member of CJA’s management team, helping to develop and continuously improve CJA programs, policies, procedures and impact.

**Required Experience and Skills**

* J.D. or equivalent;
* Membership in good standing with at least one State Bar;
* 10-30+ years in the field of human rights and accountability;
* Significant U.S. civil and/or criminal litigation experience;
* Significant international human rights, international criminal law, and transitional justice experience;
* Significant global networks;
* Substantial experience in visioning, designing, and implementing global human rights strategies;
* Experience in managing programs and people; and
* English language fluency required; fluency in a second language strongly preferred.

**Application Process**

Please send your resume and a thoughtful cover letter to: Jobs@cja.org. Include the words “LEGAL DIRECTOR SEARCH” in your subject line. Applications will be considered on a rolling basis until the position is filled.

CJA offers a competitive nonprofit salary and generous benefits. CJA is an **equal opportunity employer** that actively recruits people of color, women, persons with disabilities, and persons with diverse gender and sexual identities.