

Deputy Director, Litigation & Policy

The National Redistricting Action Fund (NRAF) seeks a Deputy Director of Litigation & Policy to assist the Director in preparing NRAF and affiliated entities for the 2021 redistricting process and related activities. The Deputy will conduct and communicate legal and policy analysis, shape advocacy around federal and state legislation and executive action, and develop public education content. They will assist the Director in managing the affiliates' litigation portfolios, including litigation challenging district plans in state and federal courts, challenges relating to the decennial census, and election administration litigation. The Deputy will work with the larger team to develop and execute NRAF and affiliates' programmatic goals and strategies.

Responsibilities and Duties

- Develop expertise in states' redistricting processes and laws; support in-state teams with analysis of relevant national or state-based legal developments
- Conduct legal research and analysis to develop theories supporting new litigation or advocacy projects; collaborate on development of grant applications and reports
- Manage new case development; review and edit pleadings, motions, and briefs; coordinate internal and external communications regarding litigation
- Draft legal memoranda; draft and review public education and advocacy materials
- Build and maintain relationships with counsel, experts, partner organizations, community stakeholders, and academics
- Other duties to support the Director, the Litigation & Policy department, and the broader team as needed
- Any travel required will be in accordance with applicable restrictions and guidance related to Covid-19

Qualifications and Skills

- J.D. required

- Three or more years' legal experience; litigation experience preferred
- Admission to the bar in any state, territory of the United States, Puerto Rico, or the District of Columbia
- Exceptional research, writing, and analytical skills
- Excellent interpersonal communication skills with a proven ability to work effectively and collaboratively as part of a team
- Self-motivated with the ability to take initiative and drive projects from start to finish
- Demonstrated interest in redistricting, voting rights, or election law
- Commitment to the mission of the NRAF and its affiliates

Applicant should provide:

- a cover letter
- law school transcript
- a writing sample
- a current resume
- contact information for three references

The NRAF is committed to building a staff that reflects the diverse communities that make up our country. The NRAF prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the NRAF, including opportunity for employment and treatment as a NRAF employee. The NRAF is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.