



Job Description for:
Director of Legal Programs

Overview

Ujima, Inc: The National Center on Violence Against Women in the Black Community (Ujima) was founded in 2015 in response to a need for an active approach to ending violence against women in the Black community. The name Ujima was derived from the Kwanzaa Principle of “Ujima,” which means Collective Work and Responsibility. This principle is critical to addressing violence against Black women in the United States. Ujima, through its education and outreach, training and technical assistance, resource development, research, and public policy efforts, mobilizes the Black community and allies to strengthen our families, recognizing that the safety and viability of our families is connected to the health and well-being of our individual neighborhoods and communities at large. We define the Black community as the African Diaspora in its broadest sense, e.g., Black Americans (descendants of the enslaved in the U.S.); African immigrants, refugees, and asylees; Afro-Caribbeans; and Afro-Latinx.

Job Summary

- Directs the Office on Violence Against Women (OVW) Culturally Specific Domestic Violence Homicide and Firearms Consortium, a project to provide training and technical assistance on culturally specific issues, gaps, and collaboration strategies to law enforcement, prosecution, courts, probation, correctional facilities, and others on culturally specific responses in addressing domestic violence homicide and risk assessments. This role includes serving as the primary liaison to OVW, maintaining and strengthening relations with partners, budget oversight, publicly representing Ujima in federal and other national and statewide meetings, conducting site visits for the Firearms Technical Assistance Project, overseeing the creating of technical assistance and tools for the program.
- Directs the technical assistance and training that addresses racial justice, historical trauma, and gender-based violence when survivors from the Black community access legal systems (e.g., protection orders, criminal cases, family law) and support systems (e.g., TANF, shelters, medical, etc.) and the intersections.
- Leads work on all technical assistance, toolkits, and resources for legislative and policy initiatives that impact Black survivors of domestic violence, sexual assault, stalking, dating violence, and trafficking, e.g., the Violence Against Women Act, the Family Violence Prevention and Services Act, the Victims of Crime Act, etc.).
- Leads the planning, development, and implementation of Ujima’s Legal Department.

- Leads the collaborative partnerships with other Technical Assistance Providers that are funded by OVW, U.S. Department of Health and Human Services/Administration of Children and Families, and the Office for Victims of Crime and attends and represents Ujima at meetings hosted by the National Taskforce to End Sexual and Domestic Violence and the Domestic Violence Resource Network.
- Directs the creation of Ujima’s clearinghouse of promising practices and successful approaches by criminal and civil legal stakeholders for domestic violence, sexual assault, and community violence prevention, intervention, and service provision strategies for victims and survivors from the African diaspora.
- Directs the initiatives implemented by the Research and Evaluation Workgroup, including-but not limited to needs assessments, journal articles, Black papers, and other research assignments as needed.
- Identifies fundraising opportunities across departments, works together with General Counsel to determine alignment of opportunities with departmental mission, and collaborates with General Counsel to design and complete required funder/donor application materials.
- Contributes to team staff development and team building including: leading supervision of the Legal Department including performance reviews and regular weekly or bi-weekly one-on-one supervision; assisting with the supervision and professional growth of all staff; assisting with facilitation of team meetings and retreats, assisting with developing accountability and support measures for team activities, products, and priorities.
- Works closely with the Director of Communications and Sustainability to create and implement strategies for all programmatic, policy and communications efforts related to the Legal Department, e.g., podcasts, webinars, briefings, videos, and social media.
- Keeps current about the state of the field, policy, and legislation and uses that knowledge to provide vision and insight that promote cutting edge visioning and innovation in education, technical assistance, and legal services.
- Assist in the development and implementation of Ujima’s National Center for Culturally Responsive Victim Services.
- Write and submit progress reports to funders.
- Perform other duties as may be necessary or assigned by the Executive Leadership Team

Qualifications:

- Must have a Juris Doctor and be in good standing with a state bar.
- Must have at least ten years of experience in advocacy related to domestic violence, sexual violence, dating violence, stalking, other forms of gender and community violence, racial equity, and/or social justice in the Black community in the U.S. and Territories.
- Must have at least 10 years of supervisory experience and team building.
- Must have at least 8 years of experience with creating state by state case law summaries, with a particular emphasis on firearms prohibitors and firearm and ammunition surrender and forfeiture protocols.
- Must have at least 5 years of experience with project management, organizational, fiscal and analytical skills to include administration of grant and contract-funded programs; adaptive and complex decision-making.

- Influencer in the gender-based violence field with extensive content expertise.
- Knowledge of legal and non-legal issues facing survivors of oppression based intimate partner violence.
- Demonstrated commitment to eradicating violence against women, gender violence, and/or intimate partner violence. Demonstrated commitment to the trauma informed, survivor-centered philosophy of Ujima.
- Have a working knowledge of victims compensation, eligibility, and state funding streams.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work independently as well as collaboratively in a small office setting.

Skills

- Excellent public speaking and written communication skills which demonstrate a commitment to professionalism.
- Ability to manage multiple projects with overlapping deadlines.
- Ability to work independently and collaboratively in a small office setting.
- Ability to develop and maintain cooperative relationships with a diversity of individuals, organizations, and government agencies for advocacy with internal and external stakeholders.
- Excellent research skills.
- Knowledge of Microsoft Office Suite software, Adobe Acrobat, Google Workspace, and Zoom.
- Creativity and a desire to approach things in new ways.
- Superior organization skills which allow for efficient work flow and effective management of multiple concurrent projects.
- High level of independence and initiative.
- Willingness to travel locally and nationally with occasional overnight stays.
- Flexible scheduling for work outside of regular business hours as requested.
- Ability to work in a fast-paced, cooperative, non-smoking, anti-violence environment.
- Good judgment.

Reports to:	General Counsel
Supervises:	DV Homicide + Prevention Specialist Research + Evaluation Workgroup Consultants
Employment Status:	Full time, Exempt
To Apply:	Send résumé, cover letter and a two-page writing sample to Ujima Jobs: jobs@ujimacommunity.org
Closing Date:	February 21, 2022

Equal Employment Opportunity

It is the policy of Ujima, Inc: The National Center on Violence Against Women in the Black Community to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. To find out more about Ujima, Inc., as well as other exciting and fulfilling career opportunities, please visit us at www.ujimacommunity.org/jobs/