



VoteRiders Legal Director Job Description

OVERVIEW

Founded in April 2012, VoteRiders is the country's leading nonpartisan 501(c)(3) nonprofit that focuses on voter ID education and assistance. We work nationwide with a particular focus on states with voter ID laws and competitive federal elections. In the 2022 election cycle our programs directly reached over 4.5 million voters. Our on-the-ground programs, partnerships, and digital campaigns raise awareness of voter ID laws, making sure voters know what ID they need to vote in their state and providing completely free ID assistance to voters in need. Our programs identify, educate and help voters with voter ID issues so they can vote with confidence, knowing they cannot be turned away.

As VoteRiders continues to grow in response to the quickly-rising need for our work, we are seeking a highly-motivated Legal Director (Director) to join our team. This individual will be the primary internal legal resource for VoteRiders, ensuring that the organization continues to provide best-in-class, uniquely comprehensive, up-to-date, and precisely accurate information in connection with ID to vote. The ideal candidate is committed to the essential need for and benefit of VoteRiders as a leading non-partisan civic engagement organization in general and to voter ID education and assistance in particular.

Director reports to the VoteRiders Chief Executive Officer/Executive Director and will work closely with the Founder/Chair of the Board to develop in-depth voter ID expertise from a legal perspective as well as the National Voter ID Assistance Director/Deputy General Counsel. Director will also liaise as needed with VoteRiders' Outside General Counsel and our extensive nationwide network of pro-bono attorney volunteers. Further, Director will provide cross-cutting support to all organizational staff to ensure precise accuracy across all of our programs and resources and build the capacity of staff to serve as trusted experts, especially locally, on the issue of voter ID.

VoteRiders is a fully remote organization, so this individual can be based anywhere in the continental United States. The position of Legal Director is full-time.

PRIMARY RESPONSIBILITIES

50% National and State Voter ID Law Tracking and Analysis

- Develop deep knowledge and expertise in voter ID-relevant law and rules, with a particular focus on VoteRiders' priority states
- On an ongoing and continuous basis: research, analyze, and closely track/monitor all relevant legislation, regulations, and litigation pertaining to voter ID at the federal and state levels
- Analyze trends in voter ID-related bills and legislation across the country and provide regular updates and analysis to organizational leadership
- Serve as VoteRiders' organizational representative with the election protection community and relevant legal coalitions, as well as bar associations, to continually build knowledge, contribute to the voting rights community, and serve as an expert on voter ID issues for allied organizations
- Cultivate deep expertise in the issue of voter ID generally, including research on the impact of such laws
- Leverage the above-described expertise to serve as an internal resource for all VoteRiders staff, ensuring that our team is keenly aware of the most current relevant voter ID law and litigation developments and can serve as local experts on the ground

40% Voter ID Resource Development and Program Support

- Review and approve all VoteRiders external communications specific to voter ID requirements and legislative trends, as well as contribute to summary briefs, talking points, and statements on voter ID law developments
- Ensure that all VoteRiders communications and resources capture the most up-to-date voter ID measures
- Share resources and updates with each state's relevant election office to offer them the opportunity to provide feedback
- As needed, update VoteRiders resources in simple, concise and easily digestible language as soon as new laws and rules go into effect. Resources include (but are not limited to) our website, as well as the free resources and tools that over 1,100 partner organizations use to address the issue of voter ID such as our state-specific Voter ID Information Cards
- Provide feedback and quality assurance of program materials used by staff in the field such as flyers, one-pagers, and other voter education materials
- Oversee the ongoing development of a comprehensive statutory database for voter ID laws in all states
- Assist with relevant questions from voters, partners, volunteers, donors and the media, such as specific bills, legislative trends and litigation
- On occasion, serve as spokesperson, provide written commentary for op-eds and blogs, etc.
- Support other aspects of operations and special projects as needed

10% Pro-Bono Attorney Program Management

- Manage and expand VoteRiders' network of pro bono attorneys as needed, including for special projects such as state surveys regarding specific topics
- Work with Outside General Counsel and other law firm partners as needed to file targeted open records requests with states to support VoteRiders' strategic outreach to the individuals most likely to be impacted by voter ID laws

QUALIFICATIONS

Required

- Undergraduate degree and juris doctor degree
- Demonstrated ability to manage details with precise accuracy
- Strong legal research and analytical skills
- Significant experience in developing deep legal knowledge and expertise, ideally in voting rights matters
- Excellent written, verbal and interpersonal communications skills and an entrepreneurial spirit
- Highly responsive and ability to multitask, meet deadlines, and thrive in a fast-paced environment
- Highly self-motivated and history of resourcefully solving problems and following through with minimum direct supervision
- Must believe in the value of VoteRiders and be driven by its mission
- Experience working with diverse communities and committed to acting on the belief that racial equity and social justice are critical components of our work
- Demonstrated ability to work in a nonpartisan manner
- Regular and consistent access to a reliable computer, internet signal and telephone
- Strong computer skills, including Microsoft Suite, Google Suite with aptitude to learn new software and systems

Preferred/Plus

- Admitted to practice law/licensed in at least one jurisdiction
- Spanish language skills

COMPENSATION

Compensation is commensurate with experience and with an anticipated salary range of \$90,000 - \$125,000 annually. VoteRiders offers comprehensive benefits including healthcare, paid sick leave, and paid time off per the policies outlined in our Employee Handbook. We provide opportunities for merit-based salary increases on an annual basis via an organization-wide performance evaluation process.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

VoteRiders is committed to diversity among its staff. VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment.

TO APPLY

To apply, send a resume, cover letter and contact information for three current or former professional contacts willing to serve as a reference to Jobs@DemocracyPartners.com. Please note that references will not be contacted without your permission.

Include in the subject line: your **last name** and **Legal Director**. Applications will be accepted until the position is filled. Please also include where you saw the job post or how you learned of the open position.