



**DIRECTOR, NAGTRI CENTER FOR LEGAL ADVOCACY & FACULTY DEVELOPMENT
NATIONAL ATTORNEYS GENERAL TRAINING & RESEARCH INSTITUTE**

BACKGROUND

The National Association of Attorneys General (NAAG) was founded in 1907 to help attorneys general fulfill the responsibilities of their office and to assist in the delivery of high-quality legal services to the states and territorial jurisdictions.

The National Attorneys General Training & Research Institute (NAGTRI) was created in 2007 and serves as the training and research arm of NAAG. The NAGTRI mission is to provide high-quality, non-partisan, and innovative training, research, and other developmental resources to support state and territorial attorneys general offices (AGOs). It currently conducts more than 130 trainings a year and produces numerous legal newsletters and publications. NAGTRI continues to steadily grow and expects to launch numerous new initiatives in the next few years. The NAGTRI vision is to be recognized as the premier national organization for training and research throughout the government legal, law enforcement, and prosecutorial arenas.

POSITION EXPECTATIONS

As part of its growth strategy, NAGTRI is consolidating and expanding its long-standing efforts and excellence in the field of legal skills training, by creating the NAGTRI Center for Legal Advocacy & Faculty Development. This center will follow in the footsteps of the recently created NAGTRI Centers for Consumer Protection, Leadership Development, and Ethics and Public Integrity. These centers have facilitated NAGTRI's continued growth and positive reputation through leadership by experts in specific disciplines.

With this Center, NAGTRI will combine its long-standing efforts to provide innovative, focused training to members of the AGO community in all areas relating to substantive legal skills development, including legal writing, civil and criminal pre-trial, trial, and appellate advocacy, agency practice, and other lawyering skills.

The founding Director will work to ensure that through innovative teaching methods, strategic planning, and expanded operational capability NAGTRI will continue to meet the needs for multi-level, targeted skills development while also ensuring that the Center is structured to respond to AGOs' developing and evolving skills development needs.

As NAGTRI's training structure relies in large part on volunteer faculty from the AGO Community, the Director will also be responsible for faculty development across all NAGTRI initiatives and centers. The Director will be responsible for increasing the NAGTRI Faculty, in

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both size and scope, through dedicated, strategic recruiting, orientation, and onboarding efforts, and by providing NAGTRI faculty with appropriate training, feedback, and coaching to meet the needs of the AGO community.

The Center is expected to expand at a modest rate over the next few years. The Director will play the key role in shaping and developing the mission and expanding the Center.

The ideal candidate is a person of vision, energy, initiative, and integrity with a track record that exemplifies such qualities. He/she should also have a strong ability to build bridges, forge partnerships, and effectively grow and manage projects. Potentially successful candidates will be individuals who are never satisfied with the status quo. The ideal candidate will also have extensive experience in both civil and criminal litigation skills development, through practice experience and/or teaching experience.

NAAG greatly emphasizes collegiality and teamwork. The ability to get along well with others is essential.

Periods of frequent domestic travel and some international travel are inherent to this position.

The director of the NAGTRI Center for Legal Advocacy & Faculty Development will report directly to the Director of the National Attorneys General Training & Research Institute.

CORE QUALIFICATIONS

- Undergraduate Degree
- Law degree from an American Bar Association-accredited law school
- Bar membership in a U.S. jurisdiction
- At least seven years' experience as an attorney in a dynamic legal environment, preferably in government service
- Significant trial and/or litigation experience, with understanding of both the civil and criminal processes
- Significant legal writing experience
- Significant managerial experience
- Experience conducting legal trainings and/or teaching legal education
- Experience establishing an entity/project/office from initial concepts to operational capability
- Expertise in at least one of the following areas: civil litigation, criminal litigation, trial skills, and/or legal writing
- Technological savvy and demonstrated interest of incorporating technology into teaching, including through online learning
- Experience managing a budget

RESPONSIBILITIES

As this is a new center, the responsibilities will grow and evolve over time. At the outset, the Director will have the following general responsibilities:

- Development and management of the Center. Build upon a notional concept and develop it into an operational entity, while leveraging the collective experience of NAGTRI's

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present efforts.

- Develop structures for faculty recruiting and development, including promoting the work of NAGTRI faculty, internal tracking structures, faculty coaching and development opportunities, and identifying ways to optimize NAGTRI's present faculty development structures.
- Develop, oversee, and execute NAGTRI trainings, including curriculum development and refinement; structures for regular review and optimization of ongoing trainings; and planning and executing supplemental online trainings.
- Envision and develop courses for use on NAGTRI's online learning platform.
- Serve on internal and external committees as assigned, with preliminary committee assignment to the NAAG Civil Rights Standing Committee.
- Instruct at trainings as necessary; maintain existing and develop new faculty for trainings.
- Supervise and conduct research for the benefit of the attorney general community.
- Write and edit publications in support of the attorney general community.
- Serve as the resident expert on skills and faculty development and work collaboratively with other NAAG staff and members of the attorney general community to identify and realize skills- and faculty-development training objectives.
- Support programming for NAAG conferences as assigned.
- Attend professional development sessions and courses that benefit NAAG and NAGTRI by improving the Director's professional expertise.
- Work with NAGTRI staff to ensure that all trainings and other activities comport with NAGTRI procedures.
- Develop grant applications as opportunities arise.
- Oversee hiring additional Center staff as needed and supervise.
- Perform other tasks based on the needs of NAAG and NAGTRI.

CORE COMPETENCIES

The Director of the Center must show competency in the following areas:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

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- **Communicate Effectively:** Whether in public or within the office, speak, listen and write in a clear, confident, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Treat all others with respect and dignity.
- **Initiative:** Suggest new ideas, take ownership of those ideas and then volunteer to move forward with those ideas.
- **Service:** A commitment to public service and providing the best support possible to NAAG stakeholders and constituents.

COMPENSATION

This is a salaried, exempt position. NAAG offers a very generous benefits package.

APPLICATION PROCESS

Applications will be reviewed on a rolling basis. To apply, please submit your resume, cover letter, and a 5 - 7 page writing sample by emailing jobs@naag.org, with the subject Director, Center for Legal Advocacy & Faculty Development. Cover letters should address the candidate's experience with and/or ability to meet the expectations, core qualifications, and competencies set out in this job announcement. For best consideration, please apply by October 24, 2018.