

Position: Director of Litigation & Compliance

The Director of Litigation & Compliance will report to the Chief Executive Officer and work closely with the Chief Financial Officer, Deputy Director, and Grants Coordinator. The ideal candidate is an experienced attorney with strong supervisory skills, deep litigation experience, and a demonstrated commitment to access to justice for low-income communities.

Key Responsibilities

Litigation Oversight and Practice Leadership

- Provide strategic oversight and guidance for litigation across all MALS practice units.
- Develop, implement, and monitor litigation standards, best practices, and quality assurance protocols.
- Consult with Managing Attorneys and Staff Attorneys on complex cases, impact litigation, and high-risk matters.
- Support trial preparation and provide mentorship on pleadings, discovery, motion practice, and trial advocacy.
- Promote consistent, high-quality client representation in alignment with MALS's mission and grant requirements.

Compliance and Risk Management

- Ensure organizational compliance with all grant requirements.
- Develop and maintain internal policies, procedures, and controls related to litigation practice and compliance.
- Collaborate with the Chief Executive Officer, Chief Financial Officer, and Grants Coordinator to support grant compliance, reporting, and audits.
- Monitor attorney compliance with professional responsibility rules, case eligibility requirements, and program restrictions.
- Assist leadership in responding to audits, monitoring visits, and compliance reviews.

Training and Supervision

- Develop and conduct litigation and compliance training for attorneys and staff.
- Support onboarding and ongoing professional development of all staff.
- Foster a culture of ethical practice, accountability, and continuous improvement.

Collaboration and Leadership

- Serve as a member of the Senior Management Team and contribute to strategic planning and organizational decision-making.
- Work collaboratively with program leadership to align litigation priorities with organizational goals and funding requirements.
- Perform other duties as assigned to support the effective operation of MALS.

Required Qualifications

- Juris Doctor (J.D.) from an accredited law school.
- Licensed to practice law in Tennessee and in good standing.
- Minimum of seven (7) years of litigation experience, preferably in legal aid, public interest, nonprofit, or government practice.
- Demonstrated experience supervising attorneys or legal staff.
- Strong knowledge of civil litigation, professional responsibility rules, and compliance obligations in a grant-funded environment.
- Excellent written, oral, and interpersonal communication skills.
- Demonstrated commitment to the mission and vision of MALS.

Preferred Qualifications

- Prior experience with government-funded legal services programs.
- Experience with impact litigation or complex civil litigation.
- Familiarity with nonprofit governance, risk management, and compliance frameworks.
- Experience developing training programs or practice standards for legal staff.

Compensation and Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health, dental, and vision insurance, and retirement plan.
- Generous paid leave and holidays.
- Professional development and training opportunities.

How to Apply

Please submit a cover letter, résumé, and three professional references to Memphis Area Legal Services, Inc. via email at HR@malsi.org with the Subject Line:

“Director of Litigation & Compliance Application – [Your Name].”

Applications will be reviewed on a rolling basis until the position is filled.