



Deputy Executive Director for Programs and General Counsel Opening Date: March 30, 2026 Closing Date: Open until filled

Neighborhood Legal Services Program of the District of Columbia is seeking a Deputy Executive Director for Programs and General Counsel to provide leadership and oversight of the organization's legal programs.

Opening Date: March 30, 2026, Closing Date: Open until filled. However, applicants are encouraged to submit resumes by April 21, 2026, at which time applications will be reviewed. All subsequent submissions will be reviewed as received, if necessary.

ABOUT NLSP

NLSP is a private, non-profit law firm that provides high quality civil legal services to low-income residents of the District of Columbia. Since 1964, NLSP has had a long tradition of fighting for justice for the poor, combining direct representation with efforts to achieve broad-based change. We have strategically located neighborhood offices to maximize our visibility, accessibility, and connections to the D.C. communities we serve. NLSP provides legal representation in a full range of civil matters affecting the lives of low-income DC residents, including housing, consumer protection, family matters, income maintenance, barriers to employment and public benefits. NLSP is a collaborative environment, fostering a climate of shared mission, teamwork, and support of individual employee goals.

About the Role

The Deputy Executive Director for Programs and General Counsel (DEDPG) is a key strategic partner to the Executive Director and the senior leadership responsible for both the legal integrity of the organization and strategic oversight of its legal services programs. This role combines chief legal advisor responsibilities with leadership of litigation, policy advocacy, pro bono partnerships, and community engagement across housing, family, and economic security practice areas.

As General Counsel, the DEDPG advises the Executive Director, leadership team, and Board of Directors; manages legal risk; and oversees all legal matters, including governance, contracts, employment, compliance, and litigation.

Key Responsibilities

Organizational and Program Leadership

- Provide strategic legal counsel to executive leadership and the Board on legal and regulatory matters.
- Lead and oversee litigation, advocacy, and community engagement across core practice areas.
- Monitor and analyze federal, state, and local legislative and budget developments; translate them into advocacy strategies and litigation priorities.
- Ensure consistency, quality, and alignment of legal services across practice areas.

Legal Strategy and Risk Management

- Anticipate and mitigate legal risks affecting operations, reputation, and mission delivery.
- Ensure compliance with professional responsibility standards and all applicable laws.
- Oversee litigation, claims, and investigations involving the organization, including coordination with outside counsel.

Management and Internal Collaboration

- Supervise Managing Attorneys and the Director of Private Attorney Involvement, providing strategic direction and leadership development.
- Support strong supervision practices and adherence to case handling standards, funder requirements, and professional obligations.
- Foster coordination and shared standards across programs.

Community Engagement and Pro Bono Partnerships

- Build and maintain relationships with community groups, coalitions, and stakeholders.
- Strengthen pro bono engagement in collaboration with the Director of Private Attorney Involvement.
- Ensure client and community perspectives inform advocacy priorities.

Employment and HR Counsel

- Advise on employment law, HR policies, and workplace practices that promote equity and compliance.
- Support HR on hiring, discipline, termination, and benefits matters.
- Provide training on employment-related legal requirements and best practices.

Contracts and Governance

- Draft, review, and negotiate contracts, grants, MOUs, and partnership agreements.
- Advise on partnerships, affiliations, and strategic alliances.
- Establish and oversee contract management processes.

Qualifications

Education and Experience

- Juris Doctor (JD) and active bar membership in good standing in Washington, DC.
- 8–12 years of senior leadership experience in legal services, nonprofit management, government, or a related field.
- Demonstrated expertise in litigation, employment law, contracts, and regulatory compliance.
- Experience overseeing litigation, advocacy, and community engagement in housing, family, consumer law, and economic security.
- Civil litigation experience (including housing, family law, Social Security, or veterans' benefits preferred).
- Experience supervising attorneys and advising executive leadership and boards.
- Excellent legal research, writing, advocacy, and communication skills.

Core Competencies

- Strategic thinker with the ability to translate priorities into action.
- Strong judgment, discretion, and risk assessment skills.
- Effective organizational leadership and change management experience.
- Excellent collaboration and communication skills.
- Commitment to access to justice and serving low-income communities.
- Leadership style grounded in transparency, accountability, and inclusion.

Salary and Benefits

- Salary: \$140,000–\$155,000, commensurate with experience.
- Comprehensive benefits including medical, dental, vision, paid leave, parental leave, life and disability insurance, 403(b), sabbatical, and transit benefits.

Application Process

Submit a resume and a cover letter (maximum one page) describing your qualifications. Please include “Deputy Executive Director for Programs and General Counsel” in the subject line and indicate where you found the posting. Submit all requested documents to NLSPadminapplications@nlsp.org.

Applications will be reviewed on April 21, 2026, and continue to be accepted until the position is filled.