

Job Title: Executive Director & Legal Counsel, Vermont Human Rights Commission

The Vermont Human Rights Commission is seeking qualified candidates for its next Executive Director. This is the chief legal, education, policy, and administrative management position of the Vermont Human Rights Commission; a state government agency that enforces the state's anti-discrimination laws. The incumbent must possess superior legal analysis and litigation skills; political acumen and innovative strategies to mitigate discrimination; proven administrative management skills; a demonstrated ability to plan, organize, and conduct activities to strengthen and sustain the Commission's education and outreach program; and a successful history of working effectively with governmental officials, legislative bodies, the media, employees, constituent groups, and the general public. The incumbent must demonstrate an unwavering commitment to civil rights. The Executive Director reports to and works collaboratively with the five-member Human Rights Commission.

I. Essential job functions

A. Legal

- Based on established legal standards, decides whether a charge of discrimination should be accepted by the Commission.
- Makes legal determinations on motions to dismiss complaints.
- Oversees all aspects of investigations conducted by staff.
- Reviews, edits, and approves investigative reports.
- Reviews, edits, and approves court pleadings filed by staff and/or contract attorneys.
- Facilitates settlements and monitors and enforces settlement agreements.
- Litigates cases where the Commission has found reasonable grounds for discrimination.

B. Policy

- Develops the Commission's policy agenda and strategic plans to support and enhance the Commission's short and long-term goals.
- Examines and evaluates the effectiveness of existing laws and makes recommendations to the Legislature.
- Drafts organizational policies and philosophies.
- Represents the Commission before the executive and legislative branches.
- Testify before the Legislature in committees.
- Serves on taskforces, committees, and advisory panels as assigned or as requested.

C. Education and Outreach

- Sets the vision for the role of education and engagement of the work of the Commission.
- Develops the Commission's educational and outreach program and delivers training on civil rights, implicit bias, bystander intervention, workplace harassment, and more.
- Participates in education and outreach activities and oversees the education and outreach activities of other staff members.
- Develops and maintains effective relationships with various constituent communities.
- Conducts research and provides information and advice about current and emerging issues relevant to the work of the Commission.

D. Administrative, Supervisor, Manager

- Serves as the Commission's appointing authority and oversees all aspects of Commission operations.
- Drafts and monitors all Commission-related contracts.
- Ensures the timely completion of all deliverables under federal grants and contracts.
- Prepares and manages the annual budget.
- Oversees data collection and prepares the annual report.
- Prepares monthly executive director reports.
- Responds to grievances filed under the public records act.
- Manages all personnel and office functions.
- Coordinates and implements operational and strategic planning.
- Recruits, trains, supervises and manages staff.

II. Qualifications

A. Required Qualifications

- Licensed attorney with at least five (5) years of litigation and other legal experience.
- Demonstrated commitment to civil rights and knowledge of civil rights law.
- Ability to build and maintain relationships among a wide variety of individuals and organizations.
- Demonstrated understanding of and experience in administrative management.
- Demonstrated experience in conducting educational workshops and public presentations.
- Proven effectiveness in managing staff, programs, grants, and budgets.
- Demonstrated effectiveness in policy development and strategic action plans.

B. Desired Additional Qualifications

- Knowledge and understanding of the social and political landscape.
- Knowledge of and experience with the Vermont legislative process.
- Possesses lived and/or professional experience with one or more vulnerable populations.
- Experience with developing and implementing innovative strategies to combat discrimination.
- History of speaking engagements with the public.

III. Required Skills and Abilities

Must have a demonstrated track record with respect to the following:

- Strong leadership and interpersonal skills.
- Understanding and maintaining an effective relationship with a governing board or commission.
- Dispute and conflict resolution skills.
- Ability to organize a complex work environment.
- Ability to perform and coordinate multiple tasks.
- Strong and effective oral and written communication skills.
- A collaborative approach with staff, commissioners, other government agencies, and constituent groups.

- Ability to work independently including the creation of documents and performance of other clerical functions as necessary.

The Executive Director position is exempt and full-time. Salary is based upon qualifications and experience in accordance with the Executive Director's Pay Plan (\$83,363 - \$109,304). Excellent leave package and state government benefits.

Deadline: Applications are due by **June 2, 2023**. Applications will be accepted by email and mail only. Applicants should send a resume and cover letter demonstrating relevant experience to human.rights@vermont.gov or, **12 Baldwin St., Montpelier, VT 05633-6301**. **Expected start date: July 31, 2023.**

The Human Rights Commission is an equal opportunity employer and is passionate about building and sustaining an inclusive and equitable place to work and live. Candidates from diverse backgrounds with lived experiences are strongly encouraged to apply.

5/15/23