

# Legal Program Director

Reports to: Vice President & Chief of Staff



**PennFuture's mission is to lead the transition to a clean energy economy in Pennsylvania and beyond. We protect our air, water, and land, and empower citizens to build sustainable communities for future generations.**

## INTRODUCTION:

PennFuture is one of the first statewide environmental organizations in Pennsylvania to employ a full-time legal staff to fulfill its mission. Entering its third decade as a force for environmental protection, PennFuture has four offices across the state. PennFuture prides itself on employing some of the brightest, most determined and committed environmental lawyers. With legal tactics at the organization's core, PennFuture lawyers are given substantial responsibility and independence to shape legal strategies that achieve outcomes and address priorities. The position offers a unique opportunity to use advocacy, regulatory, watchdog, and litigation skills to advance case law, shape and defend environmental policy, ensure environmental laws are enforced accordingly, and, ultimately, protect the environment.

The Legal Program Director (Director) is the backbone of PennFuture's legal team and oversees all legal activities. The Director is responsible for supervising the law staff and advising clients, including the organization. Other responsibilities include recruiting, training, mentoring, case reviews, and creating an efficient, well-structured team, all the while ensuring the program is in full compliance with all local, state, and federal requirements. The Director is expected to be responsible for their own case load and may have additional leadership responsibilities specific to their location in the state.

The Director is a leading member of the senior staff and is positioned to advance PennFuture's legal activities over the coming years.

In particular, the Legal Program Director:

- Works with Executive Staff to ensure legal program activities are strategically aligned with PennFuture's vision, mission, and goals as set forth in its strategic plan.
- Manages the law staff and legal program, including developing a set of legal strategies that advance organizational priorities across the Commonwealth.
- Ensures an active litigation docket and legal advocacy strategy to advance environmental protections in Pennsylvania at the local, state, and/or federal levels.
- Participates in fundraising and supports financial development for PennFuture's legal work, including developing grant proposals and meeting with funders, and pursuing cost recovery cases as appropriate.

- As necessary, researches, develops, coordinates, and implements litigation in state and federal courts and before administrative tribunals on a wide range of environmental and related issues, including discovery, pre-trial motions, trials, and appellate work.
- As necessary, researches and prepares comments on local, state, and/or federal agency rules, policies, guidance documents, and permits. Lends assistance to PennFuture's staff on policy, as needed, to further these initiatives.
- Functions as a thought leader and expert, interfacing with the media and decisionmakers on issues the legal program is engaging on.
- Provides legal counsel to and represents PennFuture as well as potential clients outside of PennFuture on a wide range of environmental issues.
- Supports occasional contractual review of PennFuture documents (e.g. leases, grant agreements, and contracts) and other work, as requested.

#### **QUALIFICATIONS AND EXPERIENCE:**

- At least 10 years of experience in environmental or administrative law. Management experience, environmental litigation, and Pennsylvania practice strongly preferred.
- Admitted to the Pennsylvania Bar, or eligible for admission upon motion.
- Strong commitment to PennFuture's mission and demonstrated experience advancing environmental protection with vision and results.
- Entrepreneurial character with a proven ability to identify new opportunities to achieve objectives that meet PennFuture's strategic goals.
- Excellent written and verbal communications skills, and proven ability to work collaboratively with diverse staff, clients, and communities, as well as the media and funders.
- Proven ability to partner with other organizations to achieve objectives and to maintain long-term relationships with clients and partner organizations. General familiarity with non-profit environmental organizations.
- Capability in overseeing and coordinating the work of others, within the legal program and across PennFuture departments, including legal program staff.
- Proven advocate with the ability to competently represent PennFuture in the public sphere, including public presentations and media.

- Ability to maintain a flexible work schedule, be willing to work some evenings and/or weekends, and travel, as needed.
- Experience with environmental policy strongly preferred.

**OTHER:**

The ideal candidate will be a mid-career professional with significant momentum demonstrated by an active and impactful track record of the candidate's work. This individual should be energetic, ambitious, creative, aggressive, and thoughtful.

The location of this position is negotiable and can be based out of any of PennFuture's offices in Pittsburgh, Philadelphia, Harrisburg, or Mt. Pocono.

This is a full-time, exempt position. Competitive salary based on experience. Benefits package includes health care, dental, vision, paid vacation, paid sick leave, paid holidays, and a 403(b)-retirement plan.

PennFuture is an Equal Opportunity Employer and encourages applications from individuals underrepresented in the environmental community, including people of color, and persons with non-traditional work and educational experience. All who believe they meet the stated qualifications are invited to apply.

**SUBMISSION:**

Please submit your cover letter, resume, writing sample, contact information for three references, and salary requirements to [stepp@pennfuture.org](mailto:stepp@pennfuture.org). Please write "Legal Program Director Position" in the subject line.