The Legal Foundation of Washington (LFW) envisions a society where poverty or race is not an impediment to justice. We remove barriers to the justice system by funding programs that provide high quality civil legal services to people who experience poverty in Washington State.

Since our creation in 1984, LFW has invested over $250 million in our state's legal aid system. LFW is an independent nonprofit organization led by a nine-member board of trustees who oversee multiple revenue sources that total over $10 million annually.

LFW seeks a Communications & Advocacy Manager to oversee external communications and to lead advocacy efforts to increase public funding for civil legal aid.

Who We Are

LFW is a proud supporter of the Alliance for Equal Justice, a network of Washington State organizations that collaborate to coordinate strategy and the delivery of civil legal aid to people and communities that experience poverty and injustice. We are committed to identifying and dismantling all barriers that deny justice and perpetuate poverty and racial inequities.

The LFW board and staff team values communication, collaboration, and a shared commitment to our mission. We are careful stewards of resources, and we approach our work and discharge our decision-making responsibilities with an ethos of humility and respect.

LFW is committed to becoming an anti-racist organization. We know that creating fair access to civil justice requires undoing systemic racial oppression and reflect racial justice and inclusion in all of our grantmaking. We are committed to long-term systemic change and commit more than half of our funding to impact litigation and policy reform that advance rights for people living in poverty. Internally, we pursue a regular course of learning and education to change and update our thinking and practices in ways that reflect the values of anti-racism.

Position Summary

The Communications & Advocacy Manager oversees external communications for LFW and is staff to the Equal Justice Coalition (EJC). This position is responsible for leading LFW’s effort to educate the public, elected officials, and the media about the importance of civil legal aid for low-income people.
This role has several responsibilities: to spearhead LFW’s messages and updates, to lead advocacy for increased public funding for legal aid at the local, state, and federal levels, and to engage with key partners and stakeholders. The work requires someone who works well both on a team, including close engagement with diverse partners at many different organizations, and independently.

This position is based in Seattle, WA and the person in this role must reside in Washington state and be able to commute to LFW’s downtown Seattle office. LFW has a hybrid work policy that requires in-office workdays one day per week (Tuesdays). Employees may choose to work from home all other days. Occasional travel, mostly in-state, will be required.

**LFW Communications Responsibilities**

- Coordinate LFW’s external communications, in collaboration with the Campaign for Equal Justice, including consistent messages, talking points, monthly newsletter, social media presence, and graphic design work.
- Manage LFW website including development and content updates.
- Work with the LFW Grants team to communicate the impact of LFW’s support to the legal aid community and general public, and to provide grantees with key information and partnership opportunities.
- Other assignments and special projects as requested, including event support.

**Equal Justice Coalition (EJC) Advocacy Responsibilities**

- Lead development and implementation of messaging and outreach strategies for the EJC, the advocacy arm of the statewide network of civil legal aid programs that LFW supports, to ensure sufficient public funding for civil legal aid at the local, state, and federal levels, including a range of content aimed at elected officials and the media.
- Build relationships and convene regular meetings and working groups with stakeholders around funding priorities, advocacy strategies, common messages, service delivery, and equity goals; regularly engage with an Olympia-based lobbying team to maintain and build support for civil legal aid with state agencies and the Legislature.
- Plan and execute virtual and/or in-person lobby days during the state legislative session and annual lobbying trip to Washington, D.C.; organize other occasional meetings or lobbying efforts with local, state, and federal elected officials and legal aid providers and supporters.

**Other Responsibilities**

- Serve as a liaison with key organizations including the Washington State Bar Association, the state Office of Civil Legal Aid, the Access to Justice Board, and others to advance stakeholder goals, align outreach strategies across the statewide network, and further develop a broad base of equal justice supporters.
- Assist with subcommittee work and projects with partner organizations, including tracking and mapping service delivery across the legal aid system and assessing funding allocation...
and equity.

- Report regularly to the Access to Justice Board or government agencies as required; provide administrative and logistical support for volunteers, lobbyists, special events, etc.

**Qualifications**

- 3 years of relevant experience working in communications, campaigns, grassroots efforts, media, or nonprofit/social justice arena. Demonstrated ability to generate excellent written material and other communications quickly and accurately.
- Skill in working independently and with a team; excellent interpersonal skills and self-awareness; ability to build trusting relationships with diverse stakeholders.
- Commitment to racial justice and experience working with communities impacted by poverty and racism; ability to incorporate diversity/inclusion/race equity practices at work and in life.
- Experience managing websites with strong web design/html skills a plus.
- Knowledge of Mailchimp, Adobe Creative Suite, and Microsoft 365 apps strongly preferred.
• Some travel (mostly in-state) may be required in accordance with public health guidelines; schedule flexibility preferred.

Compensation and Benefits

This is a full-time position that pays $80,000 annually. LFW offers a full benefits package including medical, dental, vision, disability insurance and flexible spending account for health and childcare expenses, a retirement plan; three weeks of vacation to start + holidays and paid sick leave; a fully subsidized ORCA pass; ongoing training opportunities; and the opportunity to work with a collegial and dynamic team.

LFW is committed to a policy of equal opportunity and supports an environment free of barriers and bias. People of color, people with disabilities, members of the LGBTQ community, and other individuals with diverse backgrounds are encouraged to apply.

This position is open until filled. We will begin reviewing applications on May 28, 2024. Please send your resume and cover letter to Kristin Parker (kristin@legalfoundation.org).