

Job Classification: Managing Attorney

CAIR-MA, Inc. CAIRMA.org

Department: Legal Services / Civil Rights

Reports To: Executive Director (Attorney)

Classification: Exempt

Employment Status: Full-Time

Location: Massachusetts (Hybrid; in-state travel required)

About Us: We are a chapter of the largest American Muslim civil rights organization at the frontlines in protecting the rights of free speech, to freely practice one's faith, to pursue employment opportunities without harassment, and to live as an active and engaged American without reprisal. The Council on American-Islamic Relations, Massachusetts (CAIR-MA) is a nonprofit 501(c)(3), grassroots civil rights and advocacy group. Our employees are passionate, and talented and are our most valuable resource.

Position Purpose:

The Managing Attorney is the senior legal professional for CAIR-Massachusetts' Legal Department. In a small non profit office environment, the Managing Attorney is responsible for the day-to-day management of legal services, mentoring the staff attorney, supervising law students, maintaining intake and case management systems, and ensuring consistent, high-quality, mission-aligned legal work.

Our Legal Department handles cases involving discrimination against Muslims in the areas of hate crimes, bullying, employment, education, FBI surveillance, housing, public accommodations and travel abuses at airports and border crossings. We also create educational materials for Massachusetts' Muslim community and participate in outreach and Know Your Rights and training events.

The role requires a leadership approach to building a department with systems and processes that are sustainable across a department with multiple staffing levels and predictable turnover particularly given the cyclical nature of internships and volunteer commitments.

The role provides counseling and non-litigation advocacy with limited direct litigation, as well as referrals to other legal and non-legal resources. The Managing Attorney works closely with the Executive Director (who is also an attorney) to support legal strategy, organizational priorities, community needs, and risk management.

- Organizational Context and Scope

- When staffed ideally, CAIR-MA's Legal Department will consist of two attorneys: managing attorney, staff attorney, as well as legal interns.
- The Managing Attorney provides mentorship and daily guidance to the staff attorney and legal interns.
- The role requires hands-on operational leadership typical of a small nonprofit legal office with limited administrative infrastructure.

Core Responsibilities

Legal Operations and Program Administration

- Manage daily operations of the legal department, including intake flow, case assignment, workload balancing, and deadline tracking.
- Maintain and improve case management, documentation, confidentiality, and supervision systems appropriate for a small non profit legal office.
- Ensure compliance with professional responsibility rules, organizational policies, and applicable grant and reporting requirements.

Attorney Mentorship and Student Supervision

- Mentor and provide day-to-day guidance to the staff attorney, including review of legal strategy, drafting, and professional development.
- Supervise interns, including recruitment, onboarding, training, supervision, and performance feedback
- Maintain relationships with law schools, clinics, and academic partners supporting internship programs.

Intake Oversight and Legal Quality Control

- Oversee legal intake screening and triage to ensure consistent application of protocols and realistic case acceptance given limited capacity.
- Provide guidance on complex or sensitive matters and referral decisions.
- Identify recurring legal issues or systemic patterns and elevate them to the Executive Director for strategic consideration.

Training, Data, and Systems Development

- Coordinate internal trainings and knowledge-sharing for attorneys and students.
- Track and report legal program data and metrics for internal planning, funders, and partners including for grant writing.
- Develop and maintain internal guidance, templates, and procedures to support efficient legal operations.

Partnerships and External Coordination

- Serve as a primary point of contact for pro bono counsel, law firms, and legal clinics.
- Coordinate, as appropriate, with CAIR National's legal team and allied civil rights organizations.
- Support community partnerships in collaboration with organizational leadership.
- Engage in legislative advocacy and policy work in coordination with organizational priorities.
- Assist with fundraising efforts, including donor engagement and partner-based fundraising initiatives.

Limited Legal Representation

- Serve as co-counsel on select matters in a supervisory or strategic capacity.
- Engage in limited direct representation as needed, including appearances before the Massachusetts Commission Against Discrimination (MCAD) and Massachusetts Trial Courts.
- Manage a caseload where court appearances are generally less than once monthly

Required Qualifications

- Juris Doctor (JD) from an accredited law school.
- Active admission to practice law in Massachusetts or eligibility for admission.
- Minimum of 5 years of legal experience, including litigation generally, work in civil rights, public interest, or nonprofit legal practice.
- Experience supervising attorneys and law students
- Strong organizational, administrative, and operational management skills.
- Excellent legal writing, editing, and analytical abilities.
- Demonstrated commitment to civil rights, equity, and CAIR-MA's mission.

Preferred Qualifications

- Experience working in a small nonprofit or legal services organization.

- Familiarity with MCAD proceedings and Massachusetts Trial Courts.
- Experience managing grant-funded or donor-supported programs.
- Experience working with Muslim communities and practicing culturally responsive advocacy.

Work Expectations and Conditions

- Hybrid work environment; in-person presence required for meetings, trainings, outreach, donor engagement and legal proceedings.
- Occasional evening or weekend work may be required.
- Ability to travel within Massachusetts regularly.

FLSA and Supervisory Status

This position is classified as Exempt under the Fair Labor Standards Act and includes supervisory responsibility over legal staff and students.

Salary ranges between \$75,000 a year and \$85,000 a year.