



**JOB POSTING
MANAGING ATTORNEY
IMMIGRATION LEGAL SERVICES**

Job title: Managing Attorney, Immigration Legal Services
Reports to: Program Director, Immigration Legal Services
Job type: Full-time, hybrid
Salary: From \$90,000
Apply here: <https://forms.office.com/r/cqcxPUwvKM>
Deadline: November 29, 2025

The Advocates for Human Rights: The Advocates is a volunteer based, non-governmental, non-profit 501(c)(3) organization dedicated to the promotion and protection of internationally recognized human rights. The Advocates' programming focuses on women's rights, including freedom from violence; migrant and refugee rights, including both advocacy and legal services; peacebuilding in post-conflict societies; due process and freedom from persecution; and economic and social rights. The Advocates work to bring about systems change, reinforce accountability mechanisms, raise awareness, foster tolerance, and help individuals more fully realize their inherent rights.

Position Summary

Immigration Legal Services focuses on representing, and supporting Pro Bono volunteers who represent, asylum seekers, unaccompanied children, and trafficking survivors in their immigration cases. As the Managing Attorney in our Immigration Legal Services Program, your primary responsibility is to supervise legal staff and oversee the operational execution of the Program's legal services. You will manage attorneys and legal staff across multiple practice areas, ensuring high-quality service delivery while maintaining grant compliance and program development. You will also maintain a small caseload and work closely with the Program Director to ensure the program meets its goals and funder requirements. As a senior staff member, the Managing Attorney will also provide organizational leadership.

Who are we seeking to join our team?

We are looking for a dynamic individual who is driven by the hope of our clients and inspired by the generosity of our volunteers. You should be passionate about our mission, thrive in a supportive team environment, and possess the creativity and dedication needed to improve the delivery of legal services.

As Managing Attorney, you are responsible for ensuring that The Advocates delivers legal services effectively and efficiently through strong supervision, grant management, and program coordination. You are an excellent people manager who knows how to support, mentor, and guide attorneys and legal staff to do their best work. You have a knack for translating grant requirements into actionable program strategies and enjoy the challenge of meeting deliverables.

while maintaining quality legal services. You are organized and detail-oriented, able to track multiple moving pieces across different funding sources and practice areas. You are passionate about professional development and creating systems that help staff succeed. You understand that behind every data point and report is a real person whose life has been changed by our work. You are nimble enough to stay on your toes in our fast-paced office atmosphere and cool-headed enough to serve our clients and support our team with compassion and care. Finally, you are passionate about collaboration with other partners in Minnesota to help create a proactively welcoming immigration network in the state and with other programs in The Advocates to promote intersectional work toward the advancement and protection of human rights.

Primary Duties and Responsibilities

Supervision and Management (approx. 40%)

- Provide leadership, supervision, and support to attorneys and legal staff, including ongoing and individualized mentoring, training, and guidance.
- Conduct regular check-ins with supervisees to support case management, professional development, and workload balance.
- Work with the Program Director to evaluate staff performance and identify training needs.
- Oversee workflow and case management systems to ensure efficient service delivery across practice areas.
- Support staff in managing complex cases and navigating challenging client situations.

Grant Management and Compliance (approx. 25%)

- Oversee grant compliance for multiple funding sources, ensuring all deliverables and reporting requirements are met.
- Track program data and outcomes, working with staff to ensure accurate and timely documentation.
- Prepare grant reports and narratives in collaboration with the Program Director.
- Identify gaps in service delivery and work with the Program Director to develop solutions.
- Monitor budget expenditures related to legal services and staffing.
- Work with the Program Director to identify new funding opportunities and contribute to grant proposals.

Program Development and Coordination (approx. 15%)

- Work with the Program Director and Legal Director to manage the program, including identifying and implementing program planning and direction.
- Develop and refine program policies, procedures, and best practices to improve service delivery.
- Coordinate across different practice areas to ensure consistency and quality.
- Represent the organization to funders, partners, and other key stakeholders as needed.

Direct Representation (approx. 10%)

- Maintain a small in-house and pro-bono-placed caseload to stay connected to direct service delivery and maintain legal skills.

Organization Duties (approx. 10%)

- Attend and participate in weekly staff meetings and bi-weekly team meetings.
- Represent The Advocates on appropriate coalitions, bar association committees and working groups.
- Support program and organization-wide events that occur throughout the year.
- Engage with supporters at House Parties and at the annual Human Rights Awards Dinner.
- Participate in organization communications efforts, including the monthly newsletter, blogs, Volunteer Attorney Update, and Observer magazine.
- Coordinate with the Legal Director on cases to ensure consistent overall strategy, direction, and messaging.
- Coordinate with other programs to advance client-driven advocacy opportunities and policy priorities.

Qualifications

Required:

- Admitted to practice and licensed in good standing in any state with a preference for Minnesota.
- At least 5 years of experience in immigration law, including direct representation and case management.
- Experience working with low-income non-citizen clients.
- Experience supervising legal staff, with demonstrated ability to mentor and develop attorneys and support staff.
- Excellent organizational and project management skills with attention to detail.
- Initiative, independence, and collaborative problem-solving skills.
- Flexibility to work in-office, virtually, and at clinic or detention sites.
- Ability to connect with community partners and funders.
- Must be an advocate for the mission, values, and goals of The Advocates for Human Rights.
- Work effectively with all employees and members of all races, religions, sexes, national origins, ages, sexual orientations, gender identities, and gender expressions; and without regard to disability status, genetic information, marital status, status as a covered veteran, or any other legally protected status, and socioeconomic backgrounds.
- Openness to engaging conflict in a positive and proactive manner with the goals of finding solutions, producing change, and bringing various voices and perspectives together.

- Effective oral and written communication skills, especially as required in preparing reports, working with various committees, and interacting with diverse groups of internal and external contacts.

Preferred:

- Strong grant management experience, including compliance, reporting, and data tracking.
- Proficiency in another language, with preference for Spanish.
- Experience with program development and capacity building.
- Familiarity with asylum law, human trafficking, and/or detention work.

Compensation

Compensation is commensurate with experience. Generous benefits package currently includes vacation (employees accrue 3 weeks of vacation during their first year, and up to 6 weeks after 5 years employment), 3 personal days, and 11 paid holidays, 2 weeks of accrued sick leave annually, 6 weeks paid parenting leave); employer-paid premiums for medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

Location and Status

This position is currently hybrid, with at least 2 days/week in our downtown Minneapolis office. This position is not eligible for fully remote work.

This position is a management position and is not represented by the Office of Professional Employees International Union, Local 12.

This is an exempt, salaried position.

To Apply

Please use the following link to submit your application, letter of interest, and resume:
<https://forms.office.com/r/cqcxPUwvKM>

No phone calls, please.

Application Deadline: November 29, 2025

Equal Opportunity Employer

The Advocates for Human Rights is an equal opportunity employer. The Advocates does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other legally protected status.