

NATIONAL ASSOCIATION OF ATTORNEYS GENERAL

DIRECTOR – NATIONAL ATTORNEYS GENERAL TRAINING AND RESEARCH INSTITUTE

<https://www.naag.org>

**BACKGROUND:**

The **National Association of Attorneys General (NAAG)** was founded in 1907 to help attorneys general fulfill the responsibilities of their office and to assist in the delivery of high-quality legal services to the states and territorial jurisdictions.

The **National Attorneys General Training & Research Institute (NAGTRI)** was created in 2007. The NAGTRI mission is to provide high-quality, non-partisan, and innovative training, research and other developmental resources to support state and territorial attorneys general offices (AGOs). It currently conducts over 130 trainings a year, provides an extensive wiki research tool to AGOs, and produces numerous legal newsletters and publications. NAGTRI continues to steadily grow and expects to launch numerous new initiatives in the next few years. The NAGTRI vision is to be recognized as the premier national organization for training and research throughout the government legal, law enforcement, and prosecutorial arenas.

**POSITION:**

The NAGTRI Director will lead a growing team of attorneys and support staff in ensuring the vision, priorities, and initiatives of the NAGTRI strategic plan are met. The NAGTRI 2017 Strategic Plan can be found [here](#). The NAGTRI Director will recognize and execute the vision of NAGTRI as set out by the **NAAG/NAGTRI Training Committee**, NAAG Executive Director and NAAG Deputy Executive Director, and the NAGTRI National Advisory Board, and enhance that vision with their own.

The ideal candidate for NAGTRI Director is a person of strong leadership skills, vision, energy, initiative, integrity, and humility with a track record that bears witness to such qualities. He/she should also have a strong ability to build bridges, forge partnerships, and effectively grow and manage projects. Potentially successful candidates will be individuals who are never satisfied with the status quo.

Frequent domestic travel and some international travel are required.

The NAGTRI Director will be a member of the NAAG executive staff leadership team and will report to the NAAG Deputy Executive Director.

**LOCATION:**

The NAGTRI Director will work at NAAG's office in **Washington, DC**. Convenient to public transportation - Metro and Bus.

**WHY NAAG?**

- Join a passionate, dedicated, and engaged team that values collaboration and creativity;
- Be part of a dynamic association that is the premier national organization for training and research throughout the government legal, law enforcement, and prosecutorial arenas;
- Utilize leadership, innovation, and transparency on a daily basis.

**CORE QUALIFICATIONS:**

- University/College Degree;
- Law degree from an accredited law school;
- Bar membership in a US jurisdiction;
- At least 10 years' experience as an attorney in a dynamic legal environment, preferably that of an attorney general's office, district attorney's office, U.S. Attorney's office, military JAG office, or related state or federal agency;
- Significant trial and/or litigation experience;
- Experience conducting legal trainings;
- Expertise in growing programs from initial concepts to operational capability.

**CORE SKILLS:**

The NAGTRI Director should demonstrate excellence in the following areas:

- **Leadership and Management:** Ability to guide and inspire a team. Foster team morale and maintain a positive, motivating work environment. Effective communication skills so staff understands what's expected as well as knows the direction and destination of the organization;

- Vision: Have a clear idea where NAGTRI needs to be in five, 10 and 15 years and articulate that vision clearly to NAAG stakeholders and staff;
- Mission Execution and Commitment to Quality: Be effective and resolute in setting deadlines, sticking to those deadlines and completing projects and initiatives in a timely manner with the highest dedication to the production of quality outcomes;
- Adaptability: Demonstrate a willingness to be flexible, nimble, versatile, and tolerant in a changing work environment while maintaining effectiveness and efficiency;
- Creativity/Innovation: Develop new and unique ways to improve organization operations and to create new opportunities. Serve as a trend spotter for emerging issues and developments and ensure NAGTRI is proactive in its response;
- Initiative: Suggest new ideas, take ownership of those ideas, and then volunteer to move forward with those ideas;
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Treat all others with respect and dignity;
- Service: Demonstrate a commitment to public service and to providing the best support possible to NAAG stakeholders and constituents;
- Humility: Share the credit, take accountability. Encourage subordinates to generate ideas and be attentive to their suggestions.

Cover letters should detail how the candidate satisfies the above criteria.

#### **RESPONSIBILITIES:**

- Leadership and management of NAGTRI staff and day to day operations;
- Ensure execution of the NAGTRI 2017 Strategic Plan and development of the anticipated 2020 Strategic Plan;
- Serve as the principal liaison to the NAAG/NAGTRI Training Committee. Keep the Committee informed and seek their counsel and approval as necessary;
- Serve as the principal liaison to the NAGTRI National Advisory Board. Seek their advice and input on a regular basis;

- Work with the NAAG/NAGTRI Chief Administrative Officer to develop the budget and course schedule for the year;
- Work with the NAAG/NAGTRI Chief Administrative Officer to implement the use of learning technologies to complement in-person training;
- Work with the NAAG Director of Communications and NAGTRI Journal Editor-in-Chief to improve and develop NAGTRI publications and PAGE, the NAGTRI wiki research tool;
- Pursue opportunities to work with other government agencies (domestic and global) and non-profit organizations when such cooperation inures to the benefit of the NAAG membership;
- Pursue funding from non-profit and governmental organizations where appropriate and consistent with NAAG's policies of non-dependence on grants and independence of action;
- Allocate resources dedicated to the growth and development of the current, three NAGTRI Centers---**CLD**, **CCP** and **CEPI**;
- Identify new areas of interest and opportunities to develop additional centers;
- Work with the NAAG Director of Communications on NAGTRI promotion and marketing;
- Ensure the quarterly NAGTRI Journal and PAGE research wiki continues to develop substantive information for the attorney general community;
- Develop programs, engage in research, and provide resources to include as many possible areas of practice that encompass the wide variety of state and territorial levels of jurisdiction;
- Identify and respond to any gaps in the development and delivery of critical training and research that relate to issues affecting state and territorial AGOs;
- Enhance the post-course evaluation and faculty feedback processes;
- Support programming for NAAG annual meetings as necessary;
- Work with the NAAG/NAGTRI Chief Administrative Officer to ensure that all trainings and other activities comport with NAGTRI procedures;

- Oversee hiring of additional staff as necessary;
- Perform other tasks based on the needs of NAAG and NAGTRI.

**COMPENSATION:**

Salary is negotiable, commensurate with experience. NAAG offers a very generous benefits package.

**TO APPLY**

Please submit cover letter, resume, and one writing sample via email to Debbie Tang at Bridge Partners: [debbie.tang@bridgepartnersllc.com](mailto:debbie.tang@bridgepartnersllc.com).

Please use “NAGTRI Director” as the subject line.

NAAG is an Equal Opportunity Employer and values diversity.

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