



Team Member Position Description Legal Counsel, Center for Legislative Advocacy

Alliance Defending Freedom is committed to excellence and good stewardship; therefore, it is vital that every Team Member at ADF helps support and advance our mission, purpose, and brand promise.

Our Mission - Why We Exist

ADF exists to keep the doors open for the Gospel by advocating for religious liberty, the sanctity of life, freedom of speech, marriage and family, and parental rights.

Our Purpose - What We Do

ADF is an alliance-building legal organization that advocates for:

- The right of people to freely live out their faith.
- The sanctity of human life from conception until natural death.
- The freedom of speech for all.
- The sanctity of marriage and the truth that God has created us male and female.
- The fundamental right of parents to direct the upbringing, care, and education of their children.

We accomplish this by employing a comprehensive worldwide strategy that includes advocating in courtrooms and the public square, training the lawyers of today and tomorrow, and funding allies and critical cases.

Our Brand Promise - The Commitment We Make

We are committed to transforming law and culture so true freedom can flourish.

Title: Legal Counsel, Center for Legislative Advocacy	Version Date: 5/20/2022
Team: US Legal Division	Executive Team Leader: General Counsel
Team Leader: Sr. Counsel, State Government Relations National Director	Location: Flexible
FLSA Status: Exempt Salary	Schedule: 40 hours per week
Grade: L29 – L31	Position Code: ADF-LE0016-100

Summary Description:

With dependence on Jesus Christ (John 15:5), all team members are expected to:

- Be a follower of Christ
- Live in accordance with the ADF Statement of Faith, Guiding Principles, and Doctrinal Distinctives
- Engage in ministry prayer

- Serve together as “One Team”
- Attend ADF University, All Team Meeting, and other ADF training and team building

This position promotes the strategic objectives of ADF via education and advocacy efforts involving direct government action. As an alliance builder, the Legal Counsel will support outreach and coordination with allies focused on government, legislative, and policy issues, with a particular focus at the state level. The Legal Counsel will build and serve on the legislative team that manages legislative review and education initiatives as well as grassroots engagement efforts. This position will include a specialty focus on providing legal counsel on policies that enhance parental rights in the states.

Your Essential Responsibilities:

In this position, you will:

- Advocate and coordinate support for the positions of ADF on governmental policies and legislation with a strong focus on protecting and expanding parental rights, primarily at the state level.
- Promote and support strategies and approaches for effective advocacy.
- Conduct research on state legislative issues.
- Research, analyze, and evaluate issues related to state government action.
- Assist in the development of testimony, legislation, position papers, and reports.
- Provide legislative testimony on the legal implications of proposed state legislation.
- Travel to meet with policy groups, legislative staff, and other stakeholders to discuss policy, strategy, and how to effectively advocate to government officials and the public.
- Encourage and facilitate effective working relationships with key government and policy allies, particularly in the states.
- Speak publicly to the media and before crowds.
- Work collaboratively within the ADF team and external allies.

Other Responsibilities (Non-Essential):

- You will be asked to perform related duties or special projects as assigned.

Skills you need to succeed:

Knowledge of:

- State legislative and executive branch processes and procedures.
- Demonstrated knowledge of parental rights policy and constitutional issues related to the ADF mission.
- Proven legislative advocacy skills, including demonstrated advanced verbal and written communication skills.
- Research, analysis, and evaluation of state governmental issues, rules, regulations, and legislation.
- Demonstrated high-level and effective interpersonal skills, including ability to establish and maintain effective broad-range working relationships, and proven ability to work independently and collaboratively on internal and external teams.
- Willingness to work in a frenetic and fluid legislative/political environment.
- Flexibility and effectiveness in handling multiple and complex projects simultaneously under stringent timeframes and changing conditions.

- Bolstering relationships with key state legislative staff for both Democrats and Republicans, as well as other mission-related advocacy organizations.
- Awareness of current political environment and on-going strategic implications that affect the legislative activities of ADF.
- Ability of reaching out and effectively using grassroots networks to advance a policy agenda.
- Knowledge of ADF's mission and strategic objectives.

Demonstrated proficiency in:

- Strong communication and relationship development skills.
- Strong computer skills including Microsoft Office Word, and Outlook.
- Strong time management skills.
- Strong organizational skills.
- Excellent analytical skills.
- Excellent verbal, written, and interpersonal communication skills.
- Navigating the complex structure of the legislative branch to produce desired results.

Ability to:

- Professionally handle confidential information.
- Make sound decisions under demanding conditions.
- Problem solve.
- Flexibility to rapidly change priorities in order to respond to recent and changing legislative developments.
- Work, motivate, and initiate within a team and independently.
- Produce excellent written and verbal communications.
- Ability to function effectively in a fast-paced environment.
- Persuade and inspire others to act.
- Travel frequently, especially during the legislative season.

Education and/or experience:

- Bachelor's degree in Political Science, Public Affairs, or related field or an equivalent combination of education and experience from which comparable knowledge and skills may be obtained.
- J.D., and licensed to practice law.
- Experience in public policy advocacy or legislative or executive branch work at the state level. Preferably 5 years professional experience involving government relations at the state level.

Work Environment:

The work environment characteristics described herein are representative of those you could encounter while performing the essential functions of your role at ADF. If you have a disability, reasonable accommodations may be made to enable you to perform the essential functions.

Physical Demands and Working Conditions

Indicate how often with the following:

C = Constantly (At least Daily) **F** = Frequently (At least Weekly) **O** = Occasionally (At least Monthly) **R** = Rarely (Annually)

Physical Demands:

Standing **O**
 Walking **O**
 Sitting **C**
 Lifting **R**
 Carrying **R**
 Pushing **R**
 Pulling **R**
 Climbing **R**
 Balancing **R**
 Stooping **R**
 Kneeling **R**
 Reaching **R**
 Handling **R**
 Feeling **R**
 Talking **C**
 Rep. Motion **C**
 Eye / Hand /
 Foot Coordination **C**

Vision/Sight/Hearing:

Vision-Far Acuity **R**
 Vision-Near Acuity **C**
 Vision-Depth Perception **R**
 Vision-Peripheral **R**
 Color Vision **C**
 Listening/Hearing **C**

Environmental Conditions:

Extreme Cold **R**
 Extreme Heat **R**
 Temp Changes **R**
 Humid **R**
 Noise **R**
 Vibration **R**

Travel Requirements:

Local day trips **F**
 Overnight **O**

Physical Strength:

Sedentary Work **C**
 Light Work **R**
 Medium Work **R**
 Heavy Work **R**
 Very Heavy Work **R**
 Amount / pounds
 lifted **20**

Team Member Acknowledgement:

I have received, read, and understood the above position description, and I agree to comply with this document.

Signature

Date

Printed Name