

VETERAN ADVOCACY PROJECT

Deputy Executive Director

The Veteran Advocacy Project (VAP) is seeking an attorney to serve as Deputy Executive Director. This individual will work closely with the Executive Director in guiding the organization's next phase of development. The role will focus on strengthening and growing VAP's services while maintaining the values that shape our work. The Deputy Executive Director will help lead organizational strategy, program direction, partnerships, and fundraising.

VAP provides ensures access to health care, housing, and benefits for low-income veterans and their families, with a focus on those living with post-traumatic stress, brain injury, substance dependency, and other mental health conditions. Through advocacy, education, and free legal services, the team fights for clients' rights to benefits, keeps families in their homes, and empowers veterans by removing barriers to recovery and success.

We are partnered with VA Vet centers, community health clinics, and veterans' organizations to reach individuals where they are. While our attorneys tackle the legal challenges, our advocates connect clients to culturally competent, trauma-informed resources. VAP helps veterans and their families achieve the stability needed to regain their health and rebuild their lives.

The Deputy Executive Director will help shape organizational priorities, strengthen partnerships, and support thoughtful growth. The role will include supervision of the civil legal services team, development of initiatives responsive to client need, participation in fundraising efforts, and collaboration with community partners, pro bono counsel, and other legal services organizations. The Deputy Executive Director will play a central role in shaping program direction, identifying opportunities to deepen impact through systemic advocacy and policy work, and helping build the leadership structure needed to support VAP's continued growth. VAP is seeking someone interested in helping steward the organization's next phase of development by contributing to its long-term leadership.

The role will include a reduced caseload combined with leadership responsibilities. Over time, with expansion, the balance of work is expected to shift away from case work, toward organizational leadership. The person in this position will be instrumental in making decisions about both programmatic and administrative growth at VAP.

Individuals with military service, prior experience working with veterans, individuals with disabilities, people of all gender identities, people from underrepresented or marginalized communities, and people of color are strongly encouraged to apply.

Responsibilities

Will include:

Organizational Leadership

- ensuring continuity of leadership and decision-making
- contributing to organizational planning and development of new initiatives based on client need and emerging issues

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- helping to shape organizational structure as VAP grows, including the recruitment and hiring of attorneys, identification of future program leaders and directors
- representing VAP in partnerships, coalitions, and meetings with policymakers and community leaders

Program Development, Supervision, and Direct Representation

- helping to develop internal systems that support effective service delivery and coordination across programs
- overseeing VAP's civil legal services practice and supervising a small team
- supporting and leading development of systemic advocacy and policy initiatives in line with VAP's mission
- mentoring staff and supporting professional development
- maintaining a reduced caseload
- ensuring high-quality, client-centric legal advocacy
- maintaining and developing collaborations with community organizations and pro bono counsel

Fundraising

- identifying funding opportunities
- contributing to grant proposals and reports
- participating in meetings with foundations and institutional funders
- helping communicate the impact of VAP's work

Qualifications

- current member in good standing of the New York State Bar
- 10+ years of relevant legal experience, including supervising attorneys and/or legal projects
- experience helping to build programs or contributing to development/organizational growth
- commitment to public interest work and serving low-income communities
- strong legal research, writing, and analytical skills
- ability to work collaboratively with interdisciplinary partners
- strong communication skills and sound professional judgment
- ability to manage multiple priorities and follow through on complex projects
- experience working with veterans or familiarity with VA systems is helpful but not required

Compensation

Salary will be commensurate with experience, with an expected range of \$135,000 – \$165,000, with generous benefits including employer-paid health insurance premiums, dental and vision plans, a retirement plan, life insurance, and EAP benefits.

Location

VAP has a small office in downtown Manhattan, but the team primarily works remotely. The role will require court appearances and participation in meetings and events across New York City regularly.

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VeteranAdvocacy.org | [@VeteranAdvocacy](https://www.instagram.com/VeteranAdvocacy)

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To Apply

Please send a cover letter, resume, and recent legal writing sample to hire@veteranadvocacy.org with "Deputy Executive Director" in the subject line.

Applications will be reviewed on a rolling basis.

Veteran Advocacy Project, Inc., is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, immigration status, gender or gender identity, age, disability, sexual orientation, military status, caregiver status, arrest or conviction record, unemployment status, predisposing genetic characteristics, survivor of domestic/intimate partner violence status, or marital or partnership status.