Legal and Development Research Analyst

Job Description | February 2022

HTI’s Mission
The Human Trafficking Institute exists to decimate human trafficking at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, HTI provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to assist victims and survivors.

General Description
The Legal and Development Research Analyst will play a significant role in providing analytical and detail-oriented research and assistance to improve operations and advance the mission of HTI. The legal research analyst responsibilities will include researching, collecting, analyzing, organizing, and interpreting data and resources to help identify and guide opportunities and best practices for the HTI. This position should be prepared to work across a variety of sectors, such as development, marketing, business operations, and finance.

Responsibilities
- Identify federal human trafficking cases by conducting comprehensive and detailed searches on a variety of online platforms, including PACER, Westlaw, Government, and non-governmental sites.
- Review key case documents of federal human trafficking cases, including pleadings, judicial opinions, and relevant media sources.
- Ensure precise and complete data entry into an online data management system.
- Participate in a detailed review process of completed data entries to minimize errors and promote accuracy.
- Conduct thorough review and analysis of identified federal cases to help identify emerging trends, patterns, and typologies in human trafficking.
- Assist the Senior Legal Counsel in the design, drafting, writing and production of the Federal Human Trafficking Report, State Summaries, and any other specific data requests submitted to HTI.
- Assist the Senior Legal Counsel in the monitoring and collection of data from federal appellate court cases in the criminal and civil courts for notable issues of appeal in human trafficking cases so that they can be analyzed and used for the development of best practices in prosecutorial and anti-trafficking efforts and identified as amicus curiae opportunities.
• Provide research and resources for domestic and international issues to assist the Thought Leadership team in developing innovative and effective programs and initiatives for human trafficking practitioners.
• Research and locate grant funded opportunities to assist Thought Leadership in developing tools, curriculum, materials, training, or other resources to promote best practices among practitioners, to include law enforcement and prosecutors, in anti-trafficking efforts.
• Assist in the preparation of presentations, training materials, curriculum, or coordination of events for practitioners in both our domestic and international efforts.
• Serve as a liaison between Advancement, Finance, and Thought leadership to identify, document and provide valid information around potential resources, information, and donor touchpoints as they are identified.
• Research both general and specific grant opportunities for HTI that help to fuel the pipeline for Advancement to explore and cultivate for giving purposes.
• Research and communicate key findings for HTI around donor prospects that are currently being cultivated for building relationships for HTI through various channels of information pertaining to a donor’s historical and current giving patterns, philanthropic interests, and business and civic interests.
• Assist the Senior Legal Counsel in preparing and coordinating targeted briefings with key stakeholders to maximize the Report’s utility to the anti-trafficking community and to develop best practice materials and recommendations based on the Report’s findings.
• Maintain confidentiality of privileged and sensitive information.
• Attend meetings, retreats, and other HTI events.
• Generate new and innovative ideas to advance the Human Trafficking Institute’s mission.
• Carry out additional assignments, as needed.

Skills and Experience
• J.D. or equivalent law degree required.
• Meticulous attention to detail.
• Ability to produce a professional work product efficiently and independently.
• Proactive and innovative problem solver.
• Proven experience working with Federal and Institutional Grants.
• Team player with a sustained positive attitude.
• Prior experience with Salesforce, PACER, and Westlaw preferred.
• Excellent written and oral communication skills essential.
• Ability to communicate with diverse audiences confidently and professionally.
• Excellent Microsoft Office skills, required.
• Strong organizational skills essential with the ability to prioritize multiple tasks.
• Demonstrated ability to meet deadlines and work under pressure.
• Proven project management ability.
To Apply
For full consideration, applicants should submit a cover letter, complete CV, and three professional references to Kenneth Hadley at Applications@TraffickingInstitute.org. This is a remote position and applications will be accepted until the position is filled.

For additional information please visit our website: https://www.traffickinginstitute.org/