



Job Announcement:
Pro Bono Coordinator - Nonprofit Serving Nonprofits

About Us

Founded in 1969, Lawyers Alliance for New York (www.lawyersalliance.org) is the leading provider of business and transactional legal services for nonprofits and social enterprises that are improving the quality of life in New York City neighborhoods. The organizations served provide housing and shelter, stimulate economic opportunity, improve urban health and education, promote community arts, and operate and advocate for vital programs that benefit low-income New Yorkers of all ages. Each year, our staff, joined by 2,000 volunteer attorneys from a network of 140 law firms and corporations will assist hundreds of organizations. The result is stronger nonprofit programs, finances, and operations.

Pro Bono Coordinator Position

Lawyers Alliance seeks to hire a Pro Bono Coordinator interested in nonprofit capacity-building to improve its pro bono program. The Pro Bono Coordinator will play an integral role in client intake, planning, volunteer recruitment and support, and success of approximately 1,400 legal projects each year.

This position offers the opportunity to be involved in dynamic New York City public interest work and improve the availability and delivery of pro bono legal services by business and transactional lawyers.

Primary Responsibilities

- Develop and implement an annual pro bono outreach plan, with thoughtful strategies and compelling messages to replenish and expand the network of active volunteers.
- Coordinate a robust pro bono case placement process, which includes identifying, frequently communicating with, and developing ongoing relationships with appropriate volunteer attorneys and pro bono contacts at premier law firms and corporations, so that nonprofit clients can get the expert legal help they need.
- Develop and coordinate pro bono clinics and other limited scope pro bono projects for nonprofits.
- Maintain relational database with detailed organization and case information, analyze and use helpful data, and prepare regular statistical reports and dashboards.
- Represent Lawyers Alliance at important law firm and corporate information sessions and other visibility events to enhance volunteer relations.
- Monitor case activity and help resolve any issues to ensure the delivery of high-quality services and positive client/volunteer experiences.
- Plan and execute volunteer recognition activities, including Lawyers Alliance's highly regarded Cornerstone Awards and volunteer accomplishment announcements.
- Administer Continuing Legal Education (CLE) credit for pro bono, CLE trainings procedures, volunteer case closing surveys and follow up, and other volunteer-related functions.
- Assist with fundraising, educational services, outcomes measurement, program evaluation, marketing, statistical and qualitative assessments, and other tasks as requested.

- Work collaboratively across the organization, including in close conjunction with client relations staff, and with multiple external audiences.

Experience and Attributes

- Bachelor's degree or equivalent, 4-7 years of post-college work experience, including at least three years substantially in person; additional relevant education is welcome.
- Demonstrated experience with pro bono, legal services, and/or nonprofit volunteer programs.
- The position requires strong organizational, data, recruitment, and communication skills.
- The selected candidate will be a primary contact for a diverse and large universe of people, including attorneys and staff from the world's leading law firms and corporations. Our organization's practice is high volume, so there is premium placed on organization, time management, and the ability to work independently.
- The ideal candidate has excellent initiative and follow-through, has strong verbal and written communication skills, is detail-oriented, and is adept with data management, statistics, spreadsheets, virtual communication tools, and database tracking systems.
- This position is largely in person, with flexibility for certain work to be done remotely. The employee will be expected to follow in person/hybrid procedures in place at the time.

Compensation

This position offers competitive compensation and strong benefits. Anticipated annual salary range is \$65,000 to \$70,000, depending on experience and responsibilities.

Next steps

If you want to join knowledgeable and passionate colleagues who enjoy making a difference, consider applying now.

Interested applicants should submit a resume and cover letter to PBsearch@lawyersalliance.org as soon as possible. Please explain briefly in your cover letter how your personal and professional interest or experience relates to Lawyers Alliance's work.

Applications will be reviewed on a rolling basis and will begin once filled.

Lawyers Alliance for New York is committed to providing a diverse and inclusive environment and is an Equal Opportunity Employer.