

## **Job Announcement: Pro Bono Counsel**

### **About Us**

Founded in 1969, Lawyers Alliance for New York ([www.lawyersalliance.org](http://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 2,200 volunteer attorneys from a network of 150 law firms and corporations, will assist hundreds of organizations. The result is stronger nonprofit programs, finances, and operations.

### **Pro Bono Counsel Position**

Lawyers Alliance seeks a Pro Bono Counsel to play a central role in client intake, pro bono attorney recruitment, and volunteer management and recognition. This position offers the opportunity to be involved in some of New York City's most dynamic public interest work and improve the delivery of pro bono services. This role is available immediately and reports to the Program and Strategy Director.

### **Responsibilities**

- Overseeing effective intake and screening of new clients and new legal matters, working with staff attorneys and program staff to prepare groups for legal help.
- Overseeing placement of PB cases and placement of appropriate legal projects with pro bono attorneys.
- In collaboration with the Program and Strategy Director, developing and implementing an annual pro bono recruitment plan, with law firm and corporate legal department outreach strategies.
- Managing and executing 10-12 limited scope pro bono clinics per year, primarily with in-house legal volunteers. Working with staff attorneys to develop new types of clinics based on client need and volunteer expertise.
- In coordination with legal staff and Program and Strategy Director, developing new and existing types of pro bono opportunities for business and transactional attorneys including legal representation projects, other limited scope projects, law firm and corporate partnerships, and educational trainings.
- In coordination with the Program and Client Outreach Manager, overseeing quality control procedures; preparing statistical and database reports and using internal and external data to evaluate, improve, and promote Lawyers Alliance's pro bono program.

- Spearheading Lawyers Alliance's volunteer recognition activities, including an annual Cornerstone Awards event, and other formal and informal volunteer appreciation initiatives and activities.
- Supervising the Client Relations Associate, Pro Bono Associate, and Program and Client Outreach Manager, summer interns, and onsite volunteers as requested.
- Overseeing Lawyers Alliance's Resource Call hotline.
- Managing Lawyers Alliance's volunteer support and training functions, including maintaining Lawyers Alliance's Continuing Legal Education (CLE) accreditations as a CLE trainer and as a provider of CLE credit for pro bono.
- Actively maintaining, updating and utilizing the organization's Filemaker database to support the above, including training and overseeing staff to ensure that database information is complete and accurate.
- Engaging in other tasks as requested to support Lawyers Alliance's staffing, program, marketing, fundraising, planning, and technology efforts.

### **Experience and Attributes**

- Qualifications include a J.D. degree and at least 7 years of relevant work experience, including significant people and project management experience. Experience related to volunteer recruitment or management, the nonprofit sector, and relational databases are all a plus.
- The ideal candidate is familiar with the practice of law by large law firms and corporations, able to work with varying people and constituencies, highly organized, and excellent at multi-tasking and coordinating a variety of messages, audiences, and projects.
- Clear and effective communicator, excellent writing and speaking skills.
- An ability to collaborate closely with colleagues, work independently, and be an effective mentor to staff and volunteers.
- Keen interest in New York City and its diverse and varied neighborhoods.

### **Compensation**

This position offers competitive compensation and strong benefits. Anticipated annual salary range is \$100,000 - \$120,000, depending on experience.

### **Next steps**

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

Interested applicants should send a resume and cover letter to [PBCounselSearch@lawyersalliance.org](mailto:PB CounselSearch@lawyersalliance.org) as soon as possible. Provide a brief explanation in your cover letter of what interests you in this position at

this time and how your interest or experience relates to Lawyers Alliance's work. Lawyers Alliance is currently a hybrid workplace. The employee will be expected to follow in-person/hybrid procedures in place at the time of hire.

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

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