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JOB ANNOUNCEMENT DIRECTOR OF PRO BONO

ORGANIZATION DESCRIPTION

Access Justice Brooklyn (AJB) is a nonprofit organization that uses the collective talents of our staff and volunteers to provide high-quality, pro bono legal services and community education to our neighbors in need. We envision an equitable Brooklyn where everyone knows their rights and has access to legal support. To achieve this vision, we partner with compassionate pro bono attorneys and cross industry professionals to provide high-quality civil legal services that help ensure equal access to the legal system. Our dedicated staff and volunteer legal professionals provide direct civil legal services and assistance to low-income Brooklyn residents in areas that contribute to the economic security of Brooklyn households, ensuring that income does not represent a barrier to legal help and financial stability. Staff also participate in and facilitate clinics, hotlines, and other types of legal education.

Learn more about Access Justice Brooklyn by visiting www.accessjusticebrooklyn.org.

POSITION OVERVIEW

Access Justice Brooklyn (AJB) has an exciting opportunity for a Director of Pro Bono to oversee all aspects of our pro bono and volunteer program. The Director will drive volunteer recruitment and matching efforts for all of AJB's practice areas, including with law firms, corporate in-house departments, solo practitioners, financial services firms, and a growing network of mission-aligned professionals and community partners across diverse industries. The successful candidate will be capable of building and strengthening strategic partnerships with law firms of various sizes as well as corporations, while developing innovative approaches to volunteer engagement that expand AJB's volunteer base beyond the legal sector.. The Director will cultivate a dynamic and evolving volunteer network, identifying new sources of support while retaining and deepening existing volunteer relationships. The Director will be aided in this work by the Partnerships & Client Engagement Manager.

The Director will represent AJB and its values in pro bono practice groups and bar committees that promote and support pro bono, legal services for low-income clients, and access to justice. The Director will be a strategic thinker and collaborative leader committed to advancing the organization's mission and strengthening its impact. This individual will foster innovation and position AJB as a leader in the provision of pro bono legal services and community education. The Director will demonstrate vision, adaptability, and a willingness to grow within the role. This position is currently hybrid with three days a week in the office.

KEY RESPONSIBILITIES

- Complete presentations, orientations, and marketing/outreach to law firms, corporate in-house departments, financial services firms, and other mission-aligned organizations and industries
- Assess cases for pro bono referral; assign cases to pro bono volunteers; and support volunteers, volunteer-client relationships, and volunteer-staff relationships as needed
- Assist in planning, execution, and follow-up for clinics, trainings, and other events
- Support efforts to recruit, train and supervise interns and in-house volunteers, including those in the Attorney Emeritus Program
- Supervise, mentor, and review performance of the Partnerships & Client Engagement manager in their relevant work.
- Track metrics to evaluate and improve recruitment efforts, legal program outcomes, and assess program effectiveness and volunteer and client satisfaction
- Plan volunteer recognition events
- Manage all aspects of Access Justice Brooklyn's Pro Bono CLE program
- Prepare program reports, statistical analysis, success stories, and assist with grant reports and proposals as needed
- Partner with the Chief Strategy Officer and President & Chief Executive Officer to identify, cultivate, and strengthen strategic partnerships and priority institutional relationships that advance AJB's mission, visibility, and long-term growth
- Participate in strategic planning, program assessment, special projects and initiatives, and other organizational work as needed
- Provide to the Chief Strategy Officer or President & Chief Executive Officer any reports or updates required by them; Engage in other tasks as required

QUALIFICATIONS

- Admission to NYS Bar is required
- At least three years of pro bono experience highly preferred
- Supervisory experience preferred
- Excellent oral and written communication skills
- Significant capacity for independent and self-directed work
- Strong interpersonal skills, capable of interacting with individuals from many different cultures and backgrounds
- Capability to successfully maintain relationships with stakeholders in the legal, financial services, and pro bono communities
- Ability to work in and value a collaborative team model
- Flexibility, creativity, and a sense of humor

COMPENSATION

Salary is \$128,044.80. Benefits include medical; dental; vision; employer-paid life, accidental death, and long-term disability insurance; 401K plan with employer discretionary contribution; flexible spending accounts for unreimbursed medical and dependent care; pre-tax transit program; paid NY bar registration fees and bar memberships; and a liberal Paid Time Off

policy, encompassing 30 days of PTO per calendar year in addition to office holidays and Summer Fridays (closing early Fridays between Memorial Day and Labor Day).

APPLICATION

Email resume and cover letter to jobs@accessjusticebk.org with Director of Pro Bono as the subject. Only qualified applicants will be contacted for an interview. No phone calls, please.

Access Justice Brooklyn is an equal opportunity employer. We actively recruit and seek to grow and maintain a diverse staff, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity. For more information about our commitment to diversity, equity, inclusion, and access, please visit <https://www.accessjusticebrooklyn.org/about-us/mission-visions-values>.