



## **JOB DESCRIPTION DIRECTOR OF PRO BONO AND STRATEGIC PARTNERSHIPS**

### **Job Title**

Director of Pro Bono and Strategic Partnerships

### **FLSA Status**

Full-Time, Exempt

### **Reports to**

Executive Director

[Lawyers' Committee for Civil Rights of the San Francisco Bay Area \(LCCR\)](#) advances, protects and promotes the legal rights of communities of color, low-income people, immigrants and refugees in California. LCCR fulfills its mission by partnering with over a thousand pro bono attorneys each year to provide free civil legal assistance and representation. Working alongside the communities we serve, we identify their greatest needs, study trends in individual cases and create change through a combination of impact litigation and policy advocacy in the areas of racial, economic and immigrant justice.

We are looking for a creative, passionate, seasoned attorney to direct our pro bono program and oversee strategic partnerships throughout the Bay Area. By bringing your deep dedication to dismantling inequities in our society, vision, strong organization skills, and experience building strategic relationships across diverse actors, you will be an essential part of the leadership team. You will help steer our pro bono partnership strategy and ensure we maintain and grow a well-trained, well-supported, engaged pool of over pro bono attorneys, the lifeblood of our direct services and impact work.

### **Essential Duties and Responsibilities**

The Director of Pro Bono will work in collaboration with the Executive Director, the management team, staff, and the Board of Directors to develop and implement the strategic vision and plan to strengthen and expand pro bono support from lawyers, non-lawyers, private law firms, corporations, and other partners. Core responsibilities include:

1. Create, guide and supervise, in collaboration with the Executive Director, the strategic direction of LCCR's pro bono and volunteer programs.
2. Oversee and implement strategies, in collaboration with program staff, to engage, train and support pro bono attorneys and other volunteers, including law interns, in support of LCCR's programs.
3. Oversee, enhance and maintain an appropriate pro bono and volunteer management system, including database. Establish and implement protocols for case/volunteer recruitment, retention, status reports and feedback from clients and pro bono partners.



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4. Supervise the pro bono/clinics coordinator, who supports all aspects of the pro bono program and staffs the GLIDE Unconditional Legal Services advice and referral clinic. Provide technical support for pro bono attorneys who staff the GLIDE clinic.
5. Work with program staff to support and problem-solve ongoing pro bono involvement in each of the direct legal services programs and impact litigation.
6. Cultivate and maintain strong relationships with client groups, communities served, private bar, corporations, LCCR board members, volunteers and other organization partners, and support program staff to do the same.
7. Work with staff to align pro bono communications and law firm fund development strategies with program and organizational priorities. Assist in the preparation of program and organization marketing materials, fundraising proposals, appeals and reports.
8. Represent the organization at public events, donor/foundation events, and in various media platforms.
9. Share leadership responsibilities with the management team to further the organization's short and long-term goals, and contribute to additional projects as assigned by the Executive Director.

### **Overview of Knowledge, Skills & Abilities**

- Knowledge of and demonstrated commitment to the mission, goals and priorities of LCCR.
- Minimum of 8-10 years of experience in the social justice or legal sector (5 years of legal experience in one of LCCR's core legal areas strongly preferred).
- Demonstrated ability to develop strategic partnerships and enhance relationships across a wide variety of sectors. Experience working with San Francisco Bay Area firms and corporate legal departments offering pro bono services strongly preferred.
- Demonstrated ability to develop cross-team strategies and implementation systems and infrastructures.
- Excellent written and oral advocacy skills.
- Ability to think creatively and strategically about pro bono services. Demonstrated ability to develop and maintain relationships in support of pro bono strategies.



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- Demonstrated management or supervisory experience (minimum of 5 years of management level experience or working in supervisory capacity with increasing responsibility).
- Values and enjoys working cooperatively with others, both within the organization and in the community. Ability to relate to and communicate with a broad range of clients, colleagues and other stakeholders.

LCCR provides a competitive salary, based on experience, and generous benefits, including medical, dental, and vision insurance.

### **Application Instructions**

If you are ready to join a highly-motivated, hard-working and caring team working together alongside courageous clients to make a more just and equal world for all, we invite you to apply! Applications will be reviewed on a rolling basis. Submit a cover letter, resume, and list of three references by email to [careers@lccrsf.org](mailto:careers@lccrsf.org) (Subject Line: "Director of Pro Bono and Strategic Partnerships Application").

In your cover letter, please respond to the following question, or we may choose not to consider your application:

LCCR serves highly diverse communities. To ensure that we are best positioned to serve these communities, we strive to promote behaviors, attitudes and policies that help us work effectively in cross-cultural situations with clients, our coworkers, and our communities. We seek to create an inclusive and respectful workplace in which differences are acknowledged and valued. How have your background or experiences, professional or otherwise, prepared you to contribute to our commitment to cultural competency and racial equity? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

Questions regarding this position may be submitted to [careers@lccrsf.org](mailto:careers@lccrsf.org).

*Lawyers' Committee for Civil Rights is an affirmative action/equal opportunity employer. People of color, LGBTQIA candidates, women, persons with disabilities and individuals over 55 are encouraged to apply.*