

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Position Title: Pro Bono Manager	Position Level: Manager
Department: Law & Policy	Reports to: Legal Director

ABOUT THE ORGANIZATION:

The National Law Center on Homelessness & Poverty (the “Law Center”) is the only national legal advocacy organization dedicated solely to using the power of the law to end and prevent homelessness in the United States. Partnering with pro bono attorneys, we bring high impact litigation; lead and support national, state and local advocacy campaigns; and educate providers, advocates and the public. Our work creates homes and communities for people experiencing homelessness, improves access to housing for domestic violence survivors, secures education rights for children experiencing homelessness, and protects human rights and dignity by challenging laws that criminalize homelessness.

Partnerships with pro bono attorneys at both law firms and corporate legal departments are critical to the Law Center’s ability to carry out our mission. Last year alone, we leveraged over \$5 million in donated legal services, greatly amplifying the impact of our small staff and more than quadrupling our budget. Our pro bono partners are also a critical source of financial support through our Lawyers Executive Advisory (LEAP) program and as well as other giving opportunities.

Job Description

The Pro Bono Manager is an attorney responsible for leading and growing the organization’s robust pro bono program, working closely with the law and policy team, the development and communications team, and the executive director, who founded the organization in 1989 to build on her experience as a pro bono lawyer. The Manager works with the law and policy team to identify and shape pro bono projects, craft concise descriptions, and place projects, through our regular pro bono alerts and personalized outreach and follow up. The Manager tracks projects, ensures teams are supported and deliverables completed. The manager may also serve as lead Law Center contact on some projects. The Manager is also responsible for supporting and further developing processes for the pro bono program, ensuring a foundation for growth. In coordination with the Development and Communications Director, the Manager also maintains and grows relationships with our current partners and cultivates and builds new relationships.

This is a critical position with potential for leadership and growth for the right candidate.

Specific responsibilities include:

- Leading and supporting the growth of the pro bono program by working with program attorneys to develop and shape pro bono projects, sending bi-weekly pro bono alerts, and communicating with program attorneys and pro bono partners handling matters.

- Supervising some pro bono projects
- Reaching out to and communicating with pro bono firms and arranging meetings to place projects, build relationships and further engage firms.
- Tracking project progress, as well as firms and lawyers engaged, and collecting data.
- Creating and maintaining systems for the pro bono program, in coordination with the law and policy, development and operations teams, to support the growth of the program and its integration into other organizational priorities. Supporting the Law Center’s internship & fellowship program including assisting with intern recruitment, orientation, and supervision.
- Managing the Law Center’s intake system by serving as the first point of contact, assessing callers’ information, collaborating with staff to provide technical assistance, and providing appropriate follow-up as needed.
- Contributing to planning for the pro bono program and the organization

QUALIFICATIONS:

- J.D. required, with current DC bar membership or ability to waive in.
- Minimum three years’ experience preferred.
- Excellent analytical and writing skills, and strong oral communication skills.
- Ability to think strategically and creatively, and to take initiative.
- Ability to manage multiple tasks, set priorities, and carry out plans to achieve goals.
- Ability to work both independently and as part of a team, as required.
- Strong time management and planning skills.
- Commitment to ending homelessness and promoting economic justice.
- Ability to work with a myriad of stakeholders, including pro bono law firms, program staff; and other advocates working to end homelessness.
- Experience in working in or with nonprofit advocacy organizations and/or law firms a plus.

SALARY AND BENEFITS:

- Salary: Commensurate with experience.
- Benefits: Generous holiday and vacation leave; fully paid health insurance; disability insurance; 403(b) retirement plan; small, collegial team environment; many opportunities to use skills and grow professionally.

APPLICATION PROCEDURE:

Send cover letter, including preferred salary range, resume, and writing sample to HR@nlchp.org with “Pro Bono Manager/[Last Name, First Name]” in the subject line. No phone calls, please.

The Law Center is an equal opportunity and affirmative action employer. Racial, ethnic, religious, and sexual minorities, persons with disabilities, and persons with lived experiences of homelessness or poverty are encouraged to apply.

APPLICATIONS DEADLINE:

Applications will be reviewed on a rolling basis until filled.