

Assistant Director Corporate Pro Bono

Pro Bono Institute (PBI) seeks a creative and energetic professional for the position of Assistant Director, Corporate Pro Bono (CPBO).

Established in 1996, PBI is a nonprofit organization with a mandate to explore and identify new approaches to help the poor and disadvantaged who are unable to secure legal assistance to address critical problems. PBI does so by supporting, enhancing, and transforming the pro bono efforts of major law firms, in-house legal departments, and public interest organizations in the U.S. and around the world.

Founded in 2000, CPBO is the global partnership project of PBI and the Association of Corporate Counsel (ACC). CPBO supports PBI's mission by transforming the pro bono efforts of in-house legal departments, ACC chapters, and in-house counsel and their colleagues in the U.S. and around the world.

The CPBO Assistant Director works with in-house counsel and other stakeholders to develop and implement a variety of initiatives and resources to support PBI's and CPBO's mission.

The CPBO Assistant Director position requires an individual with excellent writing, research, and analytical skills; someone who is organized, detail-oriented, resourceful, able to multi-task, and has excellent interpersonal skills.

Reporting to the Director of CPBO, the Assistant Director's responsibilities include, but are not limited to, the following:

- Write, and publish original CPBO materials (*e.g.*, articles, guides, Best Practice Profiles, marketing pieces).
- Research and prepare reports, articles and presentations on trends in in-house pro bono.
- Develop "off-the-shelf" packets and products for in-house pro bono programs.
- Organize and maintain clearinghouse of in-house pro bono materials.
- Coordinate, plan, and execute CPBO Clinic in a Box[®] programs involving legal departments, ACC Chapters, law firms and public interest organizations.
- Produce and present educational programs and pro bono training for in-house counsel throughout the U.S.
- Plan, coordinate, and staff pro bono programming at national and regional events.
- Assist in producing the PBI Annual Conference programming (*e.g.*, topic and speaker selection, program schedule, and logistics) and the PBI Annual Dinner (*e.g.*, program and logistics).
- Provide consulting to in-house legal departments.
- Work with in-house legal departments, law firms, and public interest organizations to develop partnerships.
- Additional responsibilities as needed in a small office setting.

Qualifications:

- A JD is required along with at least three (3) years of law practice at a law firm or in-house legal department.
- Minimum of two (2) years' experience facilitating public interest, legal services, or pro bono programming, or hands-on demonstrated commitment to pro bono from previous work in a law firm or legal department setting.
- Excellent written and oral communications skills.
- Excellent interpersonal skills.
- Ability to work as a team with small staff, volunteers, and a wide range of external stakeholders.
- Demonstrated commitment to pro bono.
- Proficiency and comfort in use of internet as a communications and learning tool.
- Willingness and ability to administer multiple and complex projects.
- Ability to "think outside the box" by developing creative, problem-solving approaches.
- Marketing experience a plus.
- Travel required to the PBI Annual Dinner and Annual Conference, national and regional events, clinics, and for a variety of other programs and meetings.

Salary is commensurate with public interest compensation levels, depending on experience, and includes a generous benefits package. PBI is an equal opportunity employer, and women and persons of color are particularly encouraged to apply.

To apply for the position, please send a cover letter, resume, brief writing sample (no more than 500 words), and a list of at least three (3) references to:

Christopher Niebling
Operations Manager
Pro Bono Institute
1001 G Street, NW
Suite 305 West
Washington, DC 20001
jobs@probonoinst.org

No phone inquiries, please. Resumes will be reviewed as they are received.