



Director: Corporate Pro Bono

Pro Bono Institute (PBI) seeks a creative and energetic professional to fill the position of Director for Corporate Pro Bono (CPBO), PBI's highly successful partnership project with the Association of Corporate Counsel (ACC). PBI is a small, collegial organization committed to excellence in fulfilling an ambitious mandate – the exploration and creation of innovative approaches to improve access to justice through pro bono legal services. CPBO works to fulfill this mandate by supporting, enhancing, and transforming the pro bono efforts of legal departments, ACC chapters, and in-house counsel and their colleagues in the U.S. and around the world.

The CPBO Director position requires an individual with strong management skills, as well as solid writing, research, and analytical abilities; someone who is organized, pays attention to detail, can multi-task, and has excellent interpersonal skills.

The CPBO Director works with PBI, ACC staff, and Board leaders to develop and implement a variety of initiatives and resources and support CPBO and PBI's mission.

Reporting to the PBI President & CEO, the Director's responsibilities include, but are not limited to, the following:

- Assist PBI's President & CEO in shaping the strategic direction of CPBO and identifying innovative means of expanding the provision of in-house pro bono and improving access to justice;
- Identify and promote effective approaches, viable solutions, and innovative models and best practices in successful pro bono initiatives;
- Develop and convey expertise in understanding and addressing the pro bono obstacles and opportunities faced by attorneys and legal staff employed by in-house legal departments;
- Consult with general counsel and in-house counsel from in-house legal departments throughout the U.S., and abroad, to develop and foster successful pro bono programs;
- Work with ACC Chapters, legal departments, law firms, and public interest organizations to develop pro bono projects in departments, create joint relationships, and promote greater and more effective use of in-house lawyers for the delivery of pro bono services;
- 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, including the ACC Annual Meeting. Organize session programming, host Board meetings, staff exhibit hall booth, develop materials, and other responsibilities;
- Assist in producing the PBI Annual Conference programming (e.g., topic and speaker selection, program schedule, and logistics) and the PBI Annual Dinner (program and logistics);

- Plan and execute CPBO Clinic in a Box[®] programs involving legal departments, ACC Chapters, law firms, and public interest organizations;
- Develop resource materials, including monographs and surveys, customized to address the needs of in-house counsel interested in doing pro bono work;
- Publicize and market CPBO within the corporate bar, pro bono provider communities, larger law firms, and the legal profession at large;
- Manage the update and expansion CPBO's databases and website;
- Write articles and blog posts for PBI, ACC, and CPBO websites and publications;
- Provide support for PBI's access to justice initiatives, including the Collaborative Justice Project[™] which brings together stakeholders from a cross sector of the community to develop a sustainable and innovative approach to address a persistent access to justice problem; and
- Additional responsibilities as needed in a small office setting.

Qualifications

- A JD is required, with at least seven years of law practice;
- Minimum of four years of experience in practice at a law firm or corporate legal department with a demonstrated, hands-on commitment to pro bono;
- Knowledge of and experience with public interest or legal services organizations is essential;
- Excellent written and oral communications skills, with exceptional attention to detail;
- Ability to work well with small staff, with volunteers, and with a wide range of people;
- Experience with mission messaging over a broad range of traditional and social media outlets;
- Willingness and ability to administer complex projects;
- Ability to "think outside the box" by developing creative, problem-solving approaches;
- Some marketing experience a plus; and
- Periodic travel required.

Additional Information

The CPBO Director will be housed at Pro Bono Institute, will be an employee of PBI and directly supervised by PBI's President & CEO, but will also work very closely with ACC's senior staff and other top volunteer and staff leaders of ACC. For further information on PBI, CPBO, and ACC, please visit the respective web sites at www.probonoinst.org, www.cpbo.org, and www.acc.com.

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, including salary requirements, along with a resume, two writing samples not to exceed 500 words *each*, and a list of references to:

Mr. Chris Niebling
Operations Manager
Pro Bono Institute

1025 Connecticut Avenue, NW, Suite 205
Washington, DC 20036
jobs@probonoinst.org

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

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