



Job Description – Associate Director for Grants & COO The Chicago Bar Foundation

Overview

The Associate Director for Grants & Chief Operating Officer (COO) at The Chicago Bar Foundation (CBF) manages the CBF grants process and provides overall management and oversight for the CBF's finance and administration. The Associate Director for Grants & COO is appointed by and reports to the CBF's Executive Director.

The Associate Director for Grants & COO must have relevant management and legal experience and must demonstrate a strong commitment to the CBF's mission of mobilizing the legal community to ensure access to justice for people in need and making the legal system more fair and efficient for everyone.

The CBF, a nonprofit organization, offers a competitive salary and comprehensive benefits package. The CBF is an equal opportunity employer. The salary range for the Associate Director for Grants & COO is from \$100,000 to \$105,000, depending upon experience. This position is exempt.

About The Chicago Bar Foundation

The Chicago Bar Foundation (CBF), the charitable arm of the Chicago Bar Association, brings the legal community together to improve access to justice for people in need and make the legal system more fair and efficient for everyone. The CBF's mission recognizes that taking a leadership role to ensure equal access to justice is the legal profession's common cause, and that we can make a distinct impact in advancing that cause by the legal community coming together through the CBF.

As the charitable arm of The Chicago Bar Association, the CBF's work is made possible by the generous contributions of thousands of dedicated individuals, more than 200 law firms and corporations, and many other committed partners. Thanks to that strong support, the CBF awarded more than \$2 million in grants in 2020 and continues to play a lead role in a number of innovative access to justice initiatives.

Candidate Qualifications

Minimum Qualifications:

- A bachelor's degree or above.
- Management experience with direct reports.

- Experience working in a law-related role. While being a licensed attorney is a plus, it is not a requirement for the position.
- An understanding of, and dedication to, the CBF mission.
- Strong communication skills, both oral and written – this individual must be able to communicate effectively both within the CBF and to audiences outside the CBF concerning the mission and goals of the CBF.
- Strong management and organizational skills.

Critical Competencies:

- Exhibits self-discipline and aims for achievement; is prepared, organized and dependable. Takes personal responsibility and accountability to identify and lead ways to improve the organization.
- Decisive leadership capabilities, including the ability to make decisions effectively, to maintain a firm sense of direction, and to take a clear stand on issues while maintaining an overall environment of teamwork and collaboration.
- A record of working effectively towards common goals with people and organizations representing diverse sets of interests.
- Ability to manage finances and HR.
- Ability to manage grants and significant contracts.
- Ability to evaluate people and organizations fairly and critically.
- Ability to manage staff within a small and collegial working environment; this includes the ability to set goals, keep staff members on task, provide developmental feedback, and maintain order and consistency while still maintaining the collaborative balance of relationships crucial to small work groups.

Duties and Responsibilities

The Associate Director for Grants & COO will be responsible for the following:

PROGRAM

Grantmaking & Grantee Relations

- Lead staff member on CBF grants
- Works with the CBF Grants Committee to develop guidelines and evaluate grant applications.
- Provides staff support to the CBF Grants Committee by leading grant cycles, site visits, reporting.
- Researches and understands community needs to help ensure a strategic and impactful use of grant money.
- Regularly communicates with grantees on procedural issues such as criteria, deadlines, and grant awards.
- Stay in regular contact with grantee organizations to maintain awareness of their missions, goals, needs, and challenges and to offer advice or assistance in removing obstacles from the execution of their missions.
- Promotes nonprofit best practices to grantee organizations, which includes developing periodic trainings and offering regular support and technical assistance to grantees on nonprofit best practices and other issues of common concern.

- Compares goals and action plans of grantee organizations in order to identify gaps or duplication in their efforts within the community and to facilitate mutually beneficial partnerships.
- Analyzes the information collected as part of the CBF's grantmaking process, including information submitted by grantee organizations through proposals and site visits, along with overall trends identified in the legal aid delivery system to help the CBF Grants Committee and CBF Board better determine the impact of the CBF's grantmaking programs.
- Manages the CBF's public interest law fellowships and scholarships and payment of award-related grants, including ensuring compliance by fellowship and scholarship recipients.

Court Contracts and Programs

- In collaboration with the Associate Director for Advocacy & Programs, plays lead role on administering all Cook County contracts with the CBF, including:
 - Review of contracts.
 - Negotiating contracts when feasible.
 - Responding to RFPs including attending all proposal meetings, drafting, and submitting the proposal.
 - Coordinating with grantee partners on proposals, including program requirements and budgets.
 - Ensuring compliance, which includes working with grantees to meet quarterly and annual reporting requirements and annual site visits as part of the grants process.
 - Ensuring CBF payment to grantees in coordination with CBF accounting system.
- Developing the contract-related programs with stakeholders, including grantee partners, the Court, and other stakeholders.
- Representing the CBF in meetings related to the contracts or underlying programmatic work.

Philanthropic Leadership

- Actively participates in and represents the CBF in the local and national philanthropic community, including participating in various grantmaking and not-for-profit committees.
- Represents CBF in various funder collaboratives, including the current Illinois Immigration Funders Collaborative (IFC).
- Review proposals and work with the other funding partners in developing grant priorities, guidelines, and grant awards.

Leadership in Pro Bono and Legal Aid Community

- Works with stakeholders to advance access to justice issues and initiatives.
- Takes part in meetings, conferences, and seminars in order to remain up to date on trends and emerging issues affecting access to justice and to increase visibility of the CBF and its mission.
- Advocates for and helps develop broader community support for access to justice from government sources, corporations and foundations and other philanthropic sources.

COO ROLE

Leadership

- Responsible for management of CBF office and overall operations.
- Manages and is responsible for development of direct reports, currently the Director of Operations & Finance.
- Assists Executive Director and Associate Director for Advocacy & Programs with overall management and guidance of CBF Board, including providing staff support to the Executive and Nominating & Governance Committees as well as other CBF special committees.
- Takes minutes for Executive and Nominating & Governance Committees in accord with best practices and legal requirements.

Human Resource Responsibilities

- Oversees Director of Finance & Operations in management of personnel activities such as employee benefits, and policy manuals, including:
 - Managing the CBF's employee benefits plans include 403b, Life Insurance, Medical and Dental Insurance, Flex Spending Accounts, and Long-term Disability Insurance, including enrollment and termination of employees in each plan.
 - Negotiating updates to our plans; overseeing renewals; monitoring plans, and managing the relationship with the broker or vendors.
 - Onboarding new staff on HR/benefits issues.
 - Implementing and enforcing personnel policies and working with pro bono counsel to ensure compliance with legal requirements and best practices on CBF's Employee Handbook.
- Administers the CBF's 403b plan (subject to ERISA), including ensuring legal compliance with US Department of Labor regulations. Completes and files: annual anti-discrimination testing and Form 5500. Sends plan participants required notices. Ensures Facilitates annual meeting with the CBF's investment advisor for the plan and representatives from the CBF's Finance and Investment Committees.
- Maintains current knowledge of legal issues regarding personnel.
- Manages personnel files by keeping necessary documentation up-to-date.
- Works with Executive Director and other staff to develop and implement feedback tools for CBF staff.

Financial Responsibilities

- Supervises the CBF's Director of Finance & Operations and oversees the CBF's accounting consultant.
- Oversees Director of Finance & Operations on CBF day-to-day bookkeeping processes and accounting consultant to ensure process is transparent, efficient, accurate, and in compliance with legal and auditing requirements.
- Lead staff for the CBF's Finance & Audit Committee, which includes working with the Director of Finance & Operations, CBF Treasurer, and the Committee to develop meeting agendas and identify and develop needed policies.
- Working with Executive Director, CBF Finance Team, and Finance Committee, develops and prepares annual budget.

- Monitors budget throughout the year, including preparing monthly budget reports for the Finance & Audit Committee and CBF Board.
- Lead staff on CBF audit:
 - Works with CBF Finance Team to prepare for the annual audit.
 - Acts as primary senior management representative during the audit and manages relationship with the audit firm throughout the year.
 - Oversees and manages the RFP process for selection of auditing firm.

Salary

The salary range is \$100,000 to \$105,000, depending on experience. The CBF provides a comprehensive benefits package that includes fully paid health insurance coverage and parental leave among other benefits.

How to Apply

The Chicago Bar Foundation is an equal opportunity employer seeking to build a workforce that reflects the diverse community we serve. Submit a resume and cover letter to cbfhr@chicagobarfoundation.org. Applications will be considered on a rolling basis until February 12, 2021. Please indicate Associate Director for Grants and COO in the subject line of your email.