



Job Description – Associate Director of Pro Bono & Programs The Chicago Bar Foundation

Overview

The Associate Director of Pro Bono & Programs (“Associate Director”) at The Chicago Bar Foundation (CBF) plays a leadership role in the CBF’s efforts to promote and strengthen pro bono and to make the courts and legal system more user friendly for people without lawyers. The Associate Director reports to the CBF’s Executive Director, serves as a member of the CBF’s Leadership Team, and manages the Director of Court Advocacy.

The Associate Director must be a licensed attorney and must demonstrate a strong commitment to the CBF’s mission. This individual must be a strong leader and excellent communicator with the ability to engage and inspire staff, volunteers, and the various stakeholders of the CBF, including the members of the CBA and the larger Chicago area legal community; the legal aid community; policymakers; the corporate and foundation community; judges and court staff; other community partners and organizations; and the general public.

The CBF, a nonprofit organization, offers a competitive salary and a comprehensive and generous benefits package that includes fully paid health insurance with no premiums or deductible. The CBF is an equal opportunity employer. The starting salary range for the Associate Director 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, equitable, and effective for everyone. The CBF’s mission recognizes that taking a leadership role to ensure equal access to justice is our 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 awards several million dollars in grants each year and continues to play a lead role in a number

of innovative access to justice initiatives.

Candidate Qualifications

Minimum Qualifications:

- A licensed attorney with active practice experience,
- A minimum of four years relevant work experience, including pro bono, access to justice, or legal aid experience and active bar participation,
- Management experience with direct reports,
- An understanding of, and dedication to, the CBF mission,
- Excellent 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, and
- Excellent management and organizational skills.

Critical Competencies:

- The ability to supervise and develop direct reports; 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,
- The ability to work well within a small and collegial working environment,
- Proficiency with fundamental technology tools: word processing, cloud storage, and video conferencing,
- A record of working effectively towards common goals with people and organizations representing diverse sets of interests,
- 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, and
- Ability to assist the Executive Director and other associate directors with overall management and guidance of CBF Board, including providing staff and board support.

Duties and Responsibilities

Reporting to the Executive Director, the Associate Director will be responsible for the following:

Program Management (55%)

- Act as lead staff for the Cook County Legal Aid for Housing and Debt program, www.cookcountylegalaid.org, and work with the partner organizations to continuously evaluate, adapt, and improve the program structure and the services provided through the program. This is a large, multifaceted program with many court, government, legal aid, and other community partners and multimillion government contracts, and it is estimated to be about 40% of the Associate Director's overall time.
- Develop and manage court-based programs with stakeholders, including grantee partners, the Court, and other stakeholders.
- Represent the CBF in meetings related to court-based programs, associated contracts, and underlying programmatic work.
- Work with CBF Director of Court Advocacy on the CBF advocacy agenda with the courts and administrative agencies to develop and advance court policies and programs that promote access to justice.
- Serve as a liaison with the Illinois Supreme Court Access to Justice Commission on pro bono and court issues, including providing staff support to relevant committees and leading local implementation efforts as appropriate.
- Develop and maintain partnerships with a variety of court stakeholders, including the Administrative Office of Illinois Courts, judges, clerks, and other court staff.
- Convene, coordinate, and connect various stakeholders to encourage collaboration, coordination and sharing of best practices.

Pro Bono Leadership (25%)

- Collaborate law firms, corporate legal departments, legal aid programs, the courts, and other stakeholders to identify areas in which pro bono is underutilized and develop and implement new and innovative pro bono programs.
- Convene, coordinate, and connect various pro bono stakeholders to encourage coordination, collaboration, and best practices.
- Play a leadership role in larger system-wide policy and advocacy on pro bono issues.
- Manage the CBF's Online Pro Bono Opportunity Guide and coordinate ongoing improvements and updates.
- Provide staff and other support to relevant committees, including the Pro Bono Advisory Committee for the Northern District of Illinois.
- Promote pro bono service work to connect volunteers to appropriate opportunities.
- Develop and produce periodic forums and workshops on "macro level" pro bono issues.
- Manage Pro Bono Week and the CBF Pro Bono and Public Service Awards Selection process.
- Provide technical assistance and develop resources for various pro bono stakeholders.
- Monitor and respond to emerging trends and issues.

Organizational Leadership (10%)

- Work with the Executive Director, the Associate Director of Grants & COO, and the Associate Director of Advocacy, Innovation & Training to prioritize and communicate activities and goals of the CBF within the overall scope of the mission, strategic goals and direction.
- Manage the activities and development of direct reports, currently the Director of Court Advocacy.

Leadership in Access to Justice Community (10%)

- Work with the CBF Executive Director to advance the work of the CBF Leadership Circles.
- Work with local, statewide, and national stakeholders to advance access to justice issues and initiatives.
- Take part in meetings, conferences, and seminars to remain up to date on trends and emerging issues affecting access to justice and to increase visibility of the CBF and its mission.
- Attend major legal and philanthropic community events to help build awareness of CBF and develop partner relationships.
- Maintain awareness of CBF projects, latest news in legal community, and issues affecting the CBF's mission.

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. Please indicate Associate Director of Pro Bono & Programs in the subject line of your email. No phone calls please. Applications will be considered on a rolling basis through November 22, 2023.