

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 PBI's global project that transforms the pro bono efforts of in-house legal departments, Association of Corporate Counsel (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, and infographics).
- Research and prepare reports, articles and presentations on in-house pro bono.
- Coordinate, plan, and execute annual industry pro bono days of service.
- 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 PBI's Annual Conference programming (*e.g.*, topic and speaker selection, program schedule, and logistics) and PBI's 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 and implement collaborative justice projects.
- 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, interns, and a wide range of external stakeholders.
- Demonstrated commitment to pro bono.
- Proficiency and comfort in use of the 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 PBI's Annual Dinner and PBI's Annual Conference, national and regional events, clinics, and for a variety of other programs and meetings.

Salary range is \$90,000 - \$105,000 and will be determined based on experience. Compensation includes a comprehensive benefits package, including medical/dental/vision insurance and generous paid time off.

This full time, exempt position will offer a hybrid work schedule with office presence in D.C. required for all staff.

All PBI staff are required to be fully vaccinated against COVID-19, which must be verified prior to acceptance of any PBI offer letter. PBI will provide reasonable accommodation(s) based on medical or religious grounds.

PBI is an equal opportunity employer, and women and persons of color are particularly encouraged to apply.

To apply for the position, please send, **by email only**, a cover letter, resume, brief, substantive writing sample (between 500 and 1,500 words), and list of references to:

Chris Niebling (he/him)
Operations Manager
jobs@probonoinst.org

PBI's office is located at 1620 I Street, NW, Washington, DC 20006

Applications by email only. No phone inquiries, please.

PBI will accept applications until the position is filled.