



EXECUTIVE DIRECTOR JOB DESCRIPTION

Position Title: Executive Director, Public Interest Law Initiative (PILI)

Reports to: Board of Directors

Position Summary: At the direction of the Board of Directors, PILI's Executive Director is responsible for PILI's efficient operations in the following eight primary categories: 1) Program Management, 2) Fund Development, 3) Fiscal Management, 4) Administrative Oversight, 5) External Relations, 6) Staff Supervision, 7) Board of Directors Coordination, and 8) Special Events.

Primary accountabilities:

1. Program Development and Management: Plans, implements and supervises PILI's programs, including the Summer Internship Program, the School-Year Internship Program, the Graduate Fellowship Program (and related Extended Placement program), the Alumni Program, and the Pro Bono Initiative.

A. PILI Interns and Fellows

recruits applicants and candidates for Internships and Graduate Fellowships; recommends appropriate agency-allocations of Interns and Fellows; develops an educational program for Interns and Fellows; monitors the educational experience of Interns and Fellows at affiliated agencies; arranges for board member/alumni advisors (mentors) for the Interns; visits area law schools to promote the PILI Internship program and to answer questions about the summer and school-year internship opportunities; conducts speaking engagements at area law firms to promote the PILI Fellowship Program to current summer associates; works with law firm recruitment coordinators to develop Fellowship materials, sample letters, Frequently Asked Questions and Agency descriptions; and conducts evaluation sessions for Interns & Fellows

B. Alumni and Extended Placements

Working with program staff, convenes EPs and alumni for training; develops community supportive resources; coordinates alumni CLEs; maintains database and communication; organizes social and networking events.

C. Pro Bono Initiative program

Working with program staff, convenes, law school, corporate and law firm roundtables, community and agency pro bono forums; develops resources for law firms and corporations; coordinates with community partners.

2. Fund Development: Supervises and works with other staff in planning and implementing fund-raising for general operations as well as special programs; oversees the management and expansion of PILI's funding base; works with law firm and corporate representatives to the board to solicit annual contributions; researches potential funders; develops and edits funding proposals and reports to funders; develops Named Internship funds; manages an Alumni fund development campaign and Internship fund; and meets with funders and potential donors.

3. Fiscal Management: Develops the annual budget for review/revision by the Budget and Finance Committee, and for adoption by the Board of Directors; supervises all program and administrative employees to ensure compliance with the requirements of

fundings; monitors income and expenses against budget; drafts and reviews regular timely financial reports for the board; ensures that the annual fiscal audit is completed in a timely manner; and manages all issues related to insurance and liability coverage. Also sustains continuing in-kind donations (such as participating law firm stipends for "furloughed" PILI Fellows, office space and services donated by host, meeting/seminar space for PILI summer program and for board meetings, and library/research services for PILI Interns.)

4. Administrative Oversight: Supervises the overall administrative capacity and functioning of PILI's offices as it relates to: office space, office equipment, administrative procedures (ex. gift acknowledgements, online and credit card donations, stock gifts, banking, database maintenance, payroll, employee benefits, file maintenance). Purchases and/or upgrades office hardware and software; and coordinates the servicing of PILI's IP needs and HR needs.

5. External Relations: Serves as the spokesperson and representative of PILI with law firms, law schools, colleges, corporations, funders, community groups, agencies, and the media. Recruits law firms, corporations, foundations and individuals for support of PILI programs. Supervises and work closely with staff in developing and managing a communications plan for the organization; serves on various public interest law/pro bono committees and subcommittees, including bar-related and CBF committees, the Illinois Legal Aid Online board and the Illinois Equal Justice Coalition; participates on a number of panels or speaking engagements each year; makes presentations to summer associates about PILI's Fellowship Program; encourages law firm representatives to recruit Fellows from incoming associates; and recruits new law firms and corporations; works with the staff to create, print and distribute the PILI Annual Report, PILI brochures, guides and other published materials.

6. Staff Supervision - Supervises all program and administrative personnel and leads staff meetings; recruits, hires, and terminates when necessary, program and administrative staff; manages employee health and dental insurance programs as well as other benefits; and evaluates employee performance.

7. Board of Directors and Committee Coordination: Reports regularly to the officers and members of the board of directors, and its various committees, on the status of the organization; organizes and develops new committees when needed; plans the agenda for board and committee meetings in conjunction with the appropriate officers, staff and committee chairs; recruits new representatives to the board and integrates/orients new board members into the organization; solicits and secures law firm hosts for board meetings; convenes and attends all board and committee meetings; drafts and distributes all meeting materials; drafts board and committee meeting minutes; provides regular and thorough reports at board meetings; and coordinates election of directors with the Chicago Bar Association

8. Special Events: Working with staff, plans the Annual Awards Luncheon (AAL) in December and the annual Pro Bono Celebration in June of each year; for the AAL, reserves the hotel space and catering staff; convenes the AAL Committee; manages the selection of award nominees and winners; coordinate press coverage of the event; and negotiates price and particulars. Working with staff, also plans the June pro bono event and provides general oversight for the fund development and corporate sponsorship of that event.

Preparation and Knowledge:

- A Juris Doctorate degree is required.
- A minimum of seven years of legal or comparable experience is required.

- Proficiency in Microsoft Word, Excel and with Microsoft Access or other transferrable database management experience
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Excellent interpersonal skills

Salary:

Salary negotiable depending upon experience; health, dental and retirement benefits

To apply:

Electronically submit (pdf format preferred) a cover letter, a resume, and three to five references to: PILI Search Committee at pili.ed.search@gmail.com. No telephone inquiries please. Applications will be accepted until July 31, 2010.