



Job Title: Project Director, Pro Bono Initiative (PBI)
Accountable to: PBI Steering Committee
Direct Supervisor: PILI Executive Director

Project Description

The Pro Bono Initiative (PBI) is a joint project of the Public Interest Law Initiative (PILI) and The Chicago Bar Foundation (CBF), with the goal of managing and coordinating pro bono outreach and support initiatives for lawyers, firms, corporations, law students and legal aid and public interest law organizations in the Chicago area. The project is under the overall supervision of a PBI Steering Committee, with members appointed by the CBF and PILI.

Sponsoring Organizations

The CBF is the charitable arm of the Chicago Bar Association and is dedicated to improving access to justice for people in the Chicago community who are impacted by poverty, abuse and discrimination. The CBF's mission is grounded in the belief that access to justice is central to democratic society, that the legal community has a special responsibility to be a leader in making the justice system accessible to everyone, and that concerted efforts of a few can make a real improvement in the lives of many. The CBF accomplishes its mission by awarding grants and other assistance to more than 40 legal aid and public interest law organizations, by encouraging the legal community to contribute time and money, by functioning as a clearinghouse for information and resources, and by providing community leadership on access to justice issues.

PILI is a nonprofit organization that pursues equal access to justice by creating opportunities for Chicago-area law students and lawyers to perform public interest and pro bono activities through education, work experience, and the delivery of legal services. PILI builds professional relationships into working partnerships, leveraging legal resources into legal services for the poor and disenfranchised. By engaging attorneys at every stage in their professional careers, PILI generates thousands of hours legal assistance each year. PILI offers Internship and Fellowship programs for law students and new law graduates who want to work at public interest law agencies in Chicago, and also administers a Pro Bono Initiative through which it inspires and promotes pro bono work by members of the bar.

Project Funding

With associated overhead and project costs, the anticipated annual budget for the project is approximately \$100,000. The CBF will fully fund the project's operation costs at this level through a special grant to PILI beginning on or after June 1, 2006. The initial CBF funding commitment will be for two years, with the expectation that the CBF would renew its funding in the future if the project is successful in advancing its goals.

Project Staffing

The project will be staffed by a full-time Director, who will be based at PILI, under the day-to-day supervision of PILI's Executive Director.

Job Qualifications

The Director must be a licensed attorney with experience in the practice of law that includes pro bono or legal aid experience and active bar involvement. The Director must also possess the following attributes:

- A demonstrated commitment to equal access to justice for everyone in our community;
- A solid understanding of the legal community as a whole, and the legal aid and public interest law community specifically;
- Excellent communication skills, both oral and written – this individual must be personable and able to communicate effectively to audiences throughout the legal community concerning the missions of the CBF and PILI and the goals of the Pro Bono Initiative;
- Excellent management and organizational skills;
- A record of strong leadership and of working effectively towards common goals with people and organizations representing diverse sets of interests; and
- The highest ethical character and integrity.

Primary Job Functions

The primary functions of the PBI Director will be to provide leadership through:

1. Working with the PBI Steering Committee and other project constituents to promote pro bono among law firms and corporations;
2. Working with legal aid, public interest law and bar organizations to ensure that there is timely, accurate, relevant and user-friendly information about available pro bono opportunities;
3. Facilitating the sharing of best practices and policies for pro bono among law firms, corporations and local bar groups, as well as among area legal aid and public interest law organizations;
4. Communicating and conveying the pro bono efforts and successes of PBI constituents to the greater Chicago legal community, the general public, and, whenever possible, to the national legal community of pro bono and public interest lawyers; and
5. Working with PILI staff and other key constituents in planning and implementing special events, networking opportunities, and other specific activities that are relevant to the project.

Tasks and Responsibilities

1. Working with the PBI Steering Committee and other project constituents to promote pro bono among law firms and corporations.
 - a. work with pro bono coordinators in firms and corporations to develop and implement effective pro bono policies and to facilitate partnerships with relevant legal aid, public interest law and bar organizations to accomplish pro bono goals;
 - b. consult with area firms and corporations on their pro bono programs;
 - c. work with firms and corporations to identify and promote relevant pro bono opportunities and trainings;
 - d. act as liaison between legal aid, public interest law and bar organizations and law firms and corporations on pro bono issues;
 - e. identify firms and corporations not yet involved or under-involved in PBI for future participation;
 - f. identify key leadership constituents at current and potential PBI membership entities (law firms and corporations) and engage them in PBI's direction and objectives.

2. Working with legal aid, public interest law and bar organizations to ensure that there is timely, accurate, relevant and user-friendly information about available pro bono opportunities.
 - a. manage the day-to-day operations of the CBF Volunteer Support Program and periodically update the Volunteer Support Program brochure/directory;
 - b. work together with CBF staff on projects and activities to help implement the Chicago Bar Association Pro Bono Resolution;
 - c. tailor information to specific target audiences, such as law students, senior lawyers, corporate attorneys and those with specific pro bono interests (e.g., “bite size opportunities,” evening/weekends only, etc.);
 - d. work with various bar association and public interest groups to promote pro bono at every stage of a legal career (e.g., senior lawyers through the CBF’s Lifelong Lawyers Project; new and young lawyers through the CBA’s Young Lawyers Section; law students through the CBF Law School Committee, firm leaders through the CBA’s Large Law Firm Committee);
 - e. work with Illinois Legal Aid Online to ensure that this pro bono information is always available, updated and online at www.illinoisprobono.org ;
 - f. respond to inquiries from attorneys, law students and others in legal community about available pro bono opportunities and help match them with organizations that have relevant opportunities;
 - g. periodically follow up with the people who have made inquiries about pro bono opportunities, and the relevant legal aid, public interest law and bar organizations, to ensure recommendations were a good fit;
 - h. periodically update all online and print materials related to pro bono opportunities.
3. Facilitating the sharing of best practices and policies for pro bono among law firms, corporations and local bar groups, as well as among area legal aid and public interest law organizations.
 - a. gather and distribute relevant information to members (e.g. pro bono alerts, pro bono surveys, honor roll information; agencies’ discrete pro bono projects);
 - b. coordinate and convene meetings of project members and any working groups created as part of the project and facilitate communications within and across working groups;
 - c. implement, or assist with the implementation of, any new projects adopted and undertaken by the Steering Committee or any working groups created as part of the project (e.g., non-profit legal assessments);
 - d. track results and maintain data on the achievements of PBI objectives and projects, and on obstacles encountered;
 - e. monitor pro bono efforts (locally and nationally) and facilitate wider implementation of successful pro bono efforts among PBI participants;
 - f. Actively participate in the CBA Legal Aid Committee and other relevant CBA and CBF committees and initiatives.
 - g. respond to project member requests for information.
4. Communicating and conveying the pro bono efforts and successes of PBI constituents to the greater Chicago legal community, the general public, and, whenever possible, to the national legal community of pro bono and public interest lawyers.

- a. periodically survey attorneys, law firms and corporations, as well as legal aid, public interest law and bar organizations, to gather pertinent data about pro bono in the Chicago area;
 - b. participate in panels addressing PBI or pro bono work at local and national conferences;
 - c. participate in relevant local committees;
 - d. convene gatherings of law firm and corporate leaders to discuss pro bono trends and successes and to re-invigorate project momentum;
 - e. publicize in-house and law firm pro bono success stories through press releases, award nominations, and tracking of such success stories;
 - f. nominate PBI members for national and local awards;
 - g. respond to national and local inquiries about PBI.
5. Working with PILI staff and other key constituents in planning and implementing special events, networking opportunities, and other specific activities that are relevant to the project.
- a. work with the CBA Young Lawyers Section, PILI staff, CBF staff and other community partners to develop and support the annual Pro Bono and Community Service Fair;
 - b. work with PILI staff and volunteers in planning annual summer pro bono celebration;
 - c. consult with Steering Committee and PBI constituents regarding appropriate issues for PBI advocacy and, with the approval of the Steering Committee, facilitate advocacy in support of policies and legislation that increase access to justice in both Illinois and nationally.
6. Providing administrative support to the project and conduct other tasks as necessary.
- a. conduct yearly planning with discrete objectives for each subcommittee or working group;
 - b. update and maintain mailing and email lists/database of PBI constituents;
 - c. assist with the identification of potential funders of PBI;
 - d. draft proposals and/or progress reports to funders, with assistance from PILI's staff.

Compensation

This is a full-time position with a salary range of \$50,000 to \$60,000, depending upon experience, plus benefits that include health and dental insurance as well as participation in a 403(b) tax deferred retirement plan.

Application Deadline

Send cover letter, resume, and references by **May 26, 2006** to:

Susan J. Curry, Executive Director
Public Interest Law Initiative
c/o Foley & Lardner
321 N. Clark Street, Suite 2800
Chicago, IL 60610

PILI is an Equal Employment Opportunity employer. Our website is www.pili-law.org.