

LEGAL AID OF MARIN
Pro Bono Manager
Full Time
San Rafael, CA

The Mission

Legal Aid of Marin (www.legalaidmarin.org) provides access to the civil justice system to low-income, vulnerable and otherwise underserved residents of Marin County. We strive for practical solutions to client problems through quality legal service. We envision an inclusive Marin County with equal justice and opportunity for all.

Our Impact

Legal Aid of Marin (LAM) is a growing, collaborative office of fifteen staff members. Our successes include recovering wages for immigrant workers, advocating for and enforcing renter protections, protecting seniors from elder financial abuse, restoring driver's licenses and eliminating fines through the Marin Community Court program, and more. Our staff works collaboratively, emphasizing community outreach in partnership with trusted service centers around the County. We practice community lawyering to serve Marin residents' civil legal needs.

Summary

Reporting to the Executive Director, the Pro Bono Manager leads the development, management, implementation and evaluation of Legal Aid of Marin's Pro Bono program including the Marin Pro Bono Network. The Marin Pro Bono Network is a collaborative effort by legal services organizations in Marin County to share resources, infrastructure and staff in order to increase pro bono volunteer engagement to serve low-income clients in Marin County, on a wide range of legal issues from general civil legal needs to immigration legal services. The Pro Bono Manager oversees the recruitment of legal and non-legal volunteers, administers the placement of pro bono cases and matters, and supports Legal Aid of Marin and Marin Pro Bono Network legal clinics. The Manager develops partnership opportunities with law firms, corporations, law schools, colleges, bar associations and other organizations. This position serves as Legal Aid of Marin's ambassador to the private sector, other community based organizations, and statewide pro bono networks, among others. The Manager actively engages in projects where fundraising and pro bono engagement intersect. The Manager serves as a member of Legal Aid of Marin's senior leadership team, supports volunteer recognition and fundraising events, drives communications with volunteers, and participates in other projects that relate to systems, funds development, services delivery, and outcomes.

Responsibilities include but are not limited to the following:

FUNCTIONAL:

- Develop, sustain, and expand relationships with lawyers, law firms, corporations, bar associations, and law schools.
- Develop and implement pro bono projects with lawyers, law firms and corporate counsel.
- Partner with other legal nonprofits and agencies on projects related to pro bono and access to justice.
- Create LAM's and MPBN's visibility among local lawyers and law firms, other potential funding sources, and within the community, including through relationships, communications, and the Marin Pro Bono Network website.
- Ensure pro bono program compliance with all applicable laws and with restrictions imposed by all funding sources.
- Track, implement, and communicate trends, initiatives, and best practices as they relate to pro bono and access to justice.

MANAGERIAL:

- Oversee LAM's pro bono program, which offers a wide range of opportunities for attorneys, law students, and other volunteers to engage in pro bono service.
- Oversee lawyer, law firm, law school and other community outreach programs and recruitment for legal and non-legal volunteers including attorneys, paralegals, law clerks, etc.
- Direct the placement of all pro bono cases and matters (including clinics), and manage all resources that go into these cases and matters.
- Manage the administration, tracking, evaluation, and reporting of all pro bono activities.
- Manage LAM's summer and school-year intern and externship programs, including recruitment and hiring; manage new attorney fellowship programs.
- Collaborate and connect with the broader network of current and potential new participants in LAM pro bono clinics and the Marin Pro Bono Network.
- In close consultation with the Executive Director, establish the long-range goals, strategies, and policies to further LAM's pro bono initiatives.

ORGANIZATIONAL:

- Participate actively on various projects where fundraising/development and pro bono intersect, and where programs/systems and pro bono intersect.
- Produce grant proposals, reports, and other projects that relate to systems, services delivery and outcomes.
- Serve as a resource to staff on volunteer-related issues and assist with staff-volunteer relationships as needed.

Qualifications

- California Bar membership or eligibility, at least three years of legal experience
- Attorneys with multiple years of experience also are encouraged to apply
- Demonstrated commitment to the mission and work of Legal Aid of Marin
- Experience working interdepartmentally and collaboratively with staff, board members, and volunteers
- Excellent interpersonal skills; demonstrated ability to interact skillfully with diverse stakeholders, including law firm partners, board members, academics, potential funders, volunteers, fellow staff members, clients, and community-based organizations
- Enthusiasm for pro bono engagement, and the ability to represent the program positively throughout the County, region and state
- Able to work collaboratively by managing “up” and “across” a small, nimble organization
- Knowledge and observance of ethical obligations and best practices
- Excellent written and oral communication skills
- Strong attention to detail
- Enjoy a fast-paced, ever-changing environment
- Intermediate-Advanced computer skills in Microsoft Office suite and able to enter and report data using Legal Aid of Marin’s database platforms
- Able to work occasional evenings and weekends; able to travel throughout the County

Compensation

Competitive salary based on Legal Aid of Marin’s scale and dependent upon experience. Benefits include fifteen paid holidays; vacation leave; health, dental, vision and long-term disability insurance; and retirement plan participation.

To Apply

Thank you for your interest in Legal Aid of Marin. Please send your cover letter and resume to Vivian Alatorre, valatorre@legalaidmarin.org. Review of applications will begin immediately and continue until the position is filled. Due to the number of applications, we will only be contacting candidates moving forward in the interviewing process.

Legal Aid of Marin is committed to sustaining a diverse workplace and strongly encourages women, persons of color, LGBTQQI individuals, veterans, persons with disabilities, and persons from historically underrepresented groups to apply. We are an equal opportunity employer and refrain from discrimination based on race, color, religion, national origin, ancestry, gender, gender identity or expression, citizenship status, military or veteran status, or any other characteristic protected by law.

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