

PRO BONO DIRECTOR- White Plains, NY

Legal Services of the Hudson Valley

<http://www.lshv.org>

Job Type: Pro Bono Director- White Plains office

Schedule Type: Full-Time

Date: July 16, 2018

Overview

For more than 50 years, Legal Services of the Hudson Valley (LSHV) has been providing free, high-quality legal counsel in civil matters when basic human needs are at stake including: eviction and foreclosure prevention, domestic violence, disability, elder law, healthcare, consumer fraud and more. Our services support almost 600,000 poor and low-income families and individuals who cannot afford an attorney in our seven-county service area. With the gap separating those who can and cannot afford legal representation widening each day, we work to ensure that everyone has equal access to justice, regardless of their ability to pay. As the only provider of comprehensive civil legal services in the lower and mid-Hudson Valley (Westchester, Putnam, Dutchess, Rockland, Orange, Ulster and Sullivan), LSHV is proud to have handled almost 15,000 cases impacting more than 34,000 household members including 13,000 children last year. LSHV has nine offices, a staff of 135, including 80 attorneys and 27 paralegals.

Position Description

Legal Services of the Hudson Valley (LSHV), has an immediate opening for a Pro Bono Director. The Pro Bono Director will work with the Chief Development Officer, Chief Program Officer, and Attorneys in Charge to expand and enhance LSHV's pro bono efforts and programs. The position will be primarily located in the White Plains office but the Director will oversee the pro bono program in Westchester, Rockland, Orange, Dutchess, Putnam, Ulster and Sullivan counties. Travel throughout the LSHV service area as well as occasional travel to New York City and Albany is involved.

Responsibilities

- Identify and cultivate law firms, corporations and other volunteers for collaborative projects;
- Make presentations to potential partners about LSHV's pro bono program;
- Work with pro bono coordinators at law firms and corporations who promote significant pro bono involvement among their attorneys;
- Develop new pro bono projects and opportunities;
- Manage relationships with partners engaged in pro bono projects and monitor progress of cases;
- Maintain communication with pro bono partners to ensure and strengthen continued collaboration;
- Plan/oversee training events and CLE programs;
- Recruit pro bono attorneys;
- Oversee assignment of cases to individual pro bono attorneys;
- Supervise pro bono coordinator(s), paralegal, interns and volunteers;
- Work with grants initiatives team to standardize methods of collecting information required for various reports;
- Manage uncontested divorce clinic projects;
- Co-sponsor CLE programs with bar associations and community partners;
- Co-chair pro bono committees throughout LSHV's service area;
- Represent LSHV in statewide pro bono networks and committees;
- Coordinate volunteer recruitment;
- Develop and oversee volunteer recognition events;
- Conduct outreach to other legal service providers, bar associations and non-profits;
- Develop and direct publicity for the pro bono program

Qualifications

- Minimum ten years legal experience-member in good standing of the New York State Bar;
- Strong organizational skills;
- Proven writing and editing skills;
- Excellent interpersonal and communication skills;
- Ability to interact successfully with a variety of people, including senior professionals, such as board members, academics, senior managers, judges and court personnel;
- A flexible work attitude;
- Enthusiasm for pro bono work;
- Interest in working in a fast-paced environment;
- Energy to represent the program positively throughout the state;
- Member in good standing of the New York State Bar

Salary: Competitive with excellent benefits

Please apply at our career center by following this link, and include cover letter, writing sample and three references:

[Legal Services of the Hudson Valley- Pro Bono Director, White Plains, NY](#)

Legal Services of the Hudson Valley is proud to be an equal opportunity employer that celebrates our employees' differences. Applicants of diverse race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability and veteran status, are strongly encouraged to apply. Our differences make us better.