**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 trends in in-house pro bono.
* Develop “off-the-shelf” packets and products for in-house pro bono programs.
* Organize and maintain clearinghouse of in-house pro bono materials.
* 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, and a wide range of external stakeholders.
* Demonstrated commitment to pro bono.
* Proficiency and comfort in use of 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 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.

While PBI staff are currently working remotely, this full time, exempt position will offer a hybrid work schedule with office presence in D.C. required for all staff, once COVID restrictions are eased.

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

To apply for the position, please send a cover letter, resume, brief writing sample (no more than 500 words), and a list of at least three (3) references to:

Christopher Niebling

Operations Manager

Pro Bono Institute

1001 G Street, NW

Suite 305 West

Washington, DC 20001

jobs@probonoinst.org

No phone inquiries, please. Resumes will be reviewed as they are received.