



Job Description – Associate Director for Advocacy & Programs The Chicago Bar Foundation

Overview

The Associate Director for Advocacy & Programs (“Associate Director”) at The Chicago Bar Foundation (CBF) plays a leadership role in the CBF’s efforts to promote and strengthen pro bono, to make the courts and legal system more user friendly for people without lawyers, and to advocate for federal, state, and local policy issues related to access to justice. The Associate Director reports to the CBF’s Executive Director, serves as a member of the CBF’s Leadership Team, and manages the Director of Court Advocacy and Manager of Advocacy & Programs.

The Associate Director must be a licensed attorney and must demonstrate a strong commitment to the CBF’s mission. This individual must be a strong leader and excellent communicator with the ability to engage and inspire staff, volunteers, and the various stakeholders of the CBF, including the members of the CBA and the larger Chicago area legal community; the legal aid community; policymakers; the corporate and foundation community; judges and court staff; other community partners and organizations; and the general public.

The CBF, a nonprofit organization, offers a competitive salary and comprehensive benefits package. The CBF is an equal opportunity employer. The salary range for the Associate Director is from \$93,000 to \$100,000, depending upon experience. This position is exempt.

About The Chicago Bar Foundation

The Chicago Bar Foundation (CBF), the charitable arm of the Chicago Bar Association, brings the legal community together to improve access to justice for people in need and make the legal system more fair, equitable, and effective for everyone. The CBF’s mission recognizes that taking a leadership role to ensure equal access to justice is our legal profession’s common cause, and that we can make a distinct impact in advancing that cause by the legal community coming together through the CBF.

As the charitable arm of The Chicago Bar Association, the CBF’s work is made possible by the generous contributions of thousands of dedicated individuals, more than 200 law firms and corporations, and many other committed partners. Thanks to that strong support, the CBF

awards several million dollars in grants each year and continues to play a lead role in a number of innovative access to justice initiatives.

Candidate Qualifications

Minimum Qualifications:

- A licensed attorney with active practice experience
- A minimum of 7 years relevant work experience, including pro bono, access to justice, or legal aid experience and active bar participation
- Management experience with direct reports.
- An understanding of, and dedication to, the CBF mission.
- Strong communication skills, both oral and written – this individual must be able to communicate effectively both within the CBF and to audiences outside the CBF concerning the mission and goals of the CBF.
- Strong management and organizational skills.

Critical Competencies:

- Exhibits self-discipline and aims for achievement; is prepared, organized and dependable. Takes personal responsibility and accountability to identify and lead ways to improve the organization.
- Decisive leadership capabilities, including the ability to make decisions effectively, to maintain a firm sense of direction, and to take a clear stand on issues while maintaining an overall environment of teamwork and collaboration.
- A record of working effectively towards common goals with people and organizations representing diverse sets of interests.
- Ability to manage large, multi-stakeholder projects and significant contracts.
- Ability to evaluate people and organizations fairly and critically.
- Ability to manage staff within a small and collegial working environment; this includes the ability to set goals, keep staff members on task, provide developmental feedback, and maintain order and consistency while still maintaining the collaborative balance of relationships crucial to small work groups.

Duties and Responsibilities

Reporting to the Executive Director, the Associate Director will be responsible for the following:

Court Advocacy and Program Management (60%)

- Develop and manage court-based programs with stakeholders, including grantee partners, the Court, and other stakeholders.
- Represent the CBF in meetings related to court-based programs, associated contracts, and underlying programmatic work.
- Act as lead staff for the Cook County Legal Aid for Housing and Debt program, www.cookcountylegalaid.org, and work with the partner organizations to

continuously evaluate, adapt, and improve the program structure and the services provided through the program.

- This is a large, multifaceted program with many court, government, legal aid, and other community partners and multimillion government contracts, and it is estimated to be as much of 50% of the Associate Director's time in the first year.
- Work with CBF Director of Court Advocacy on the CBF advocacy agenda with the courts, administrative agencies, and other stakeholders to develop and advance court policies and programs that promote access to justice
- Work with key stakeholders to develop, promote and provide training regarding resources for free and affordable legal help, and access to justice issues more broadly
- Serve as a liaison with the Illinois Supreme Court Access to Justice Commission on court issues, including providing staff support to relevant committees and leading local implementation efforts as appropriate
- Develop and maintain partnerships with a variety of court stakeholders, including the Administrative Office of Illinois Courts, judges, clerks, and other court staff
- Convene, coordinate, and connect various stakeholders to encourage collaboration, coordination and sharing of best practices

Legislative Advocacy (10%)

- Lead CBF legislative advocacy efforts on federal, state, and local policy issues that further access to justice and the CBF's overarching strategic plan.
- Staff the CBF's Advocacy Committee in partnership with the Manager of Advocacy & Programs.

Pro Bono Leadership (10%)

- Collaborate with grantees, the courts, law firms and others to identify areas in which pro bono is under-utilized and develop and implement new and innovative pro bono programs
- Convene, coordinate, and connect various pro bono stakeholders to encourage coordination, collaboration, and best practices
- Play a leadership role in larger system-wide policy and advocacy on pro bono issues
- Provide staff and other support to relevant committees, including the Pro Bono Advisory Committee for the Northern District of Illinois.
- Promote pro bono service and, working with the Manager of Advocacy & Programs, connect volunteers to appropriate opportunities
- Oversee the CBF's Online Pro Bono Opportunity Guide in coordination with the Manager of Programs & Advocacy and oversee ongoing improvements and updates
- Work with Manager of Advocacy & Programs to develop and produce periodic forums and workshops on "macro level" pro bono issues
- Oversee strategy and planning for the CBF Legal Aid Academy, including working with the CBF JEP Community and Training Manager to identify/design and implement programming

- Work with Manager of Advocacy & Programs to manage the CBF Pro Bono and Public Service Awards Selection process
- Work with Manager of Advocacy & Programs to provide technical assistance and develop resources for various pro bono stakeholders
- Monitor and respond to emerging trends and issues

Organizational Leadership (10%)

- Work with the Executive Director, the Associate Director for Grants & COO, and the Associate Director for Innovation & JEP to prioritize and communicate activities and goals of the CBF within the overall scope of the mission, strategic goals and direction.
- Manage the activities and development of direct reports, currently the Director of Court Advocacy and the Manager of Advocacy & Programs.

Leadership in Access to Justice Community (10%)

- Work with the CBF Executive Director to advance the work of the CBF Leadership Circles
- Work with local, statewide, and national stakeholders to advance access to justice issues and initiatives.
- Take part in meetings, conferences, and seminars to remain up to date on trends and emerging issues affecting access to justice and to increase visibility of the CBF and its mission.
- Attend major legal and philanthropic community events to help build awareness of CBF and develop partner relationships.
- Maintain awareness of CBF projects, latest news in legal community, and issues affecting the CBF's mission.

Salary

The salary range is \$93,000 to \$100,000, depending on experience. The CBF provides a comprehensive benefits package.

How to Apply

The Chicago Bar Foundation is an equal opportunity employer seeking to build a workforce that reflects the diverse community we serve. Submit a resume and cover letter to cbfhr@chicagobarfoundation.org. Applications will be considered on a rolling basis until November 1, 2021. Please indicate Associate Director for Advocacy & Programs in the subject line of your email.