



## **PRO BONO MANAGER (FULL OR PART-TIME POSITION)**

The Children's Law Center (CLC) envisions a future for the District of Columbia in which all children have safe homes, a meaningful education and healthy minds and bodies. We work toward this vision by providing legal services to at-risk children and their families and by using the knowledge we gain from representing our individual clients to advocate for changes in the law and its implementation. Currently, CLC employs approximately 70 people.

Children's Law Center's mission and our work are supported by a substantial and growing community of DC lawyers and their law firms in a variety of important ways. CLC provides high-quality training and case-related mentoring to pro bono attorneys who accept referrals from CLC to represent children and their caregivers. Our pro bono partners also work with CLC in supporting policy initiatives and through their generous financial support.

### **Position Description:**

The Pro Bono Manager will be a full- or part-time position responsible for designing and implementing CLC's pro bono strategy. The Pro Bono Manager will be required to work effectively across CLC to maximize the effectiveness of our pro bono activities overall. A successful candidate will be familiar with legal services in the District. The Pro Bono Manager will report to the Legal Director.

### **Position Responsibilities:**

- Represent CLC in the larger pro bono community.
- Build and manage CLC's relationships with law firms and recruit new pro bono attorneys interested in pro bono work with CLC.
- Work with CLC programs to identify, develop and implement pro bono projects.
- Place cases with pro bono attorneys and law firms.
- Develop and lead trainings for pro bono attorneys.
- Ensure pro bono attorneys receive quality mentoring.
- Work with the Development department to implement fundraising efforts.
- The Pro Bono Manager is a new position and the primary responsibilities will undoubtedly shift over time as we develop our strategy.

## **Qualifications**

An ideal candidate will have the following qualifications:

- Excellent oral and written communication skills
- Proven ability to work with colleagues across program areas to achieve objectives
- Experience representing low-income children and/or adults
- Practice experience with major law firm welcome
- Minimum of 5 years experience as an attorney
- DC Bar membership preferred

CLC is an equal opportunity employer. CLC's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication or status as a veteran. Position is open until filled.

Please indicate in your cover letter whether you are seeking a full-time or part-time position. No phone calls please. Send resume, cover letter and list of references to:

Pro Bono Manager Search Committee  
The Children's Law Center  
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Washington, DC 20001  
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