

CHARLESTON PRO BONO LEGAL SERVICES

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Charleston Pro Bono Legal Services Inc., is a 501(c)(3) nonprofit located in Charleston, SC. Charleston Pro Bono is dedicated to providing legal services to low-income clients and does so by connecting clients with pro bono attorneys. We are looking for a talented individual for our Executive Director who can continue the growth and success of our mission.

Position: Executive Director

Major Duties:

- Grant Management, including federal contracts and identification of new funding sources.
- Identify, coordinate, and manage fundraising projects, including Art on the Beach, Online Auctions, CLEs, and Banquets.
- Design and execute goals and strategies to implement local civil legal assistance, including developing a budget and obtaining the resources needed.
- Engage with the Board of Directors and provide detailed and open discussion of program.
- Promote and market program throughout community to increase local bar engagement.
- Develop and maintain internal systems for collecting, retrieving, and evaluating data regarding prospective clients, clients, volunteers, partner agencies, services provided, program operations, and outcomes.
- Facilitate timely and appropriate placement of and follow-up for cases with volunteers along with information regarding the nature of the problem and all available pertinent facts and documents.
- Establish priorities for the allocation of resources based upon identified client-community needs while taking into account the areas of interest and expertise of volunteers, volunteer need for specialized training and support, the priorities of other providers of legal aid and the potential for meaningful impact for the clients and community.
- Facilitate access by the client community, including addressing issues of language, disability and cultural differences.
- Offer training and mentoring to volunteers.
- Develop and utilize quantitative assessment of whether the objectives are achieved and periodically evaluate the operational effectiveness and implement appropriate automation and improvements.
- Identify potential partnerships and collaborate with other organizations to strengthen resources network and ability to connect clients with resources.
- Communicate a Clear Vision for the Program.

Required Education, Experience, & Skills:

- Bachelor's Degree.
- Five years of legal or business experience.
- Ability to recruit manage, and retain volunteers.
- Ability to represent the Program in high level settings that includes judges, law firm partners, law school faculty and deans, bar and legal association leaders, and the public through direct and mass media communications.
- Demonstrated management skills over a wide variety of people, projects, and resources.
- Proven collaboration and communication skills for high profile initiatives involving stakeholders across multiple organizations.
- Strong organizational, time management, analytical and problem solving, and oral and written communications skills with the ability to advocate persuasively for the Program's mission.

Preferred Additional Qualifications:

- J.D. from accredited law school.
- Prior experience as a practicing attorney in private practice or legal services.
- Experience in delivering or supporting pro bono legal services and/or recruiting others to deliver or support pro bono legal services.
- Demonstrated passion for seeking justice for low-income and vulnerable populations.
- Be an innovative, entrepreneurial leader who can develop and implement new strategies and operations, and who is able to manage projects from inception to completion.
- Ability to work well under pressure, set and meet deadlines, manage several priorities in a day all with minimal supervision.
- Demonstrated ability to design systems and to collect and maintain data.
- Advanced computer and technology skills including Microsoft Office, case management and customer relationship management, social media, and mobile and new technologies.
- Successful project planning and implementation, preferably across multiple teams or organizations.
- Experience in fundraising.
- Experience working with Boards of Directors.

To apply please send via email or mail a (1) Cover Letter, (2) Resume, and (3) List of three references to:

Jerry Kaynard, Board Chairman
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