



Breaking Barriers to Justice

Pro Bono Manager—Administrative Office

Land of Lincoln Legal Aid seeks a Pro Bono Manager for its Administrative Office. This is a new position. Land of Lincoln Legal Aid provides free civil legal services to low-income individuals in 65 counties in Illinois. We are committed to providing justice for those whose voices might otherwise not be heard; to empower individuals to advocate for themselves; and to make positive changes in the communities we serve.

Land of Lincoln seeks a proactive individual to step into the role of Pro Bono Manager for its expansive program. With multiple regional and satellite offices, as well as a dedicated team of over 140 legal professionals, Land of Lincoln aims to revamp its pro bono program. The ideal candidate will be responsible for working with regional offices and recruiting a diverse group of volunteers, offering thorough training and ongoing support, and creating innovative opportunities for involvement beyond typical case work. This position presents a one-of-a-kind chance to revolutionize a pro bono program and make a meaningful impact in the community.

Responsibilities include but are not limited to:

- Provide leadership and support to develop, implement, and manage volunteer programs
- Design and implement systems for recruiting and retaining volunteers
- Build and maintain external relationships with pro bono stakeholders
- Collaborate with regional office staff to create and support local pro bono initiatives
- Develop a comprehensive pro bono training program

Qualifications:

- Admission to Illinois Bar or eligible for reciprocity
- Previous legal aid and/or pro bono experience
- Strong interpersonal, organizational, and leadership skills
- Excellent verbal, analytical, writing, and organization skills
- Ability to supervise law students, support staff, and volunteers
- Highly motivated and demonstrably able to work independently as well as part of a team
- Commitment to social and racial justice

Special Working Conditions and Demands:

- Applicants must have reliable transportation, valid driver's license, and car insurance

Compensation: \$86,000+ with license (depending on experience). Excellent insurance and retirement benefits; excellent leave benefits. Land of Lincoln is a 501 (c)(3) non-profit and is an eligible employer for the public service loan forgiveness program.

Please send a cover letter and resume to Clarissa Gaff, Executive Director, c/o:
avivod@lincolnlegal.org

Land of Lincoln is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LBGTQIA+, and gender non-conforming applicants.