

## Pro Bono Justice Program Director (Los Angeles)

**OneJustice** is an innovative and award-winning nonprofit that brings life-changing legal help to those in need by transforming the civil legal aid system. OneJustice works statewide to build the capacity of all components of California's civil legal aid system to meet the legal needs of local communities and to ensure the availability of services statewide. The organization has three core program areas: (1) Healthy Nonprofits, which ensures legal services organizations have the business and management skills needed to survive and thrive; (2) Pro Bono Justice, which expands legal services for Californians in need by developing and staffing innovative and effective pro bono projects with law schools, firms, and businesses around the state; and (3) Californians for Legal Aid, which advocates for California legal services nonprofits on federal public policy and funding issues. More information about OneJustice is available at [www.OneJustice.org](http://www.OneJustice.org).

**Position Description:** The Pro Bono Justice (PBJ) Director has two key areas of responsibility: (1) serving as a member of OneJustice's six-person Management Team, working collaboratively to ensure the health, sustainability, and effectiveness of the entire organization as a whole, and (2) responsibility for managing and growing the Pro Bono Justice Program to achieve OneJustice's strategic goals, including as an individual contributor in some PBJ projects. The PBJ Director is based in the Los Angeles office and leads a statewide fourteen-person Pro Bono Justice Team, with team members in the Los Angeles and San Francisco offices. The PBJ Director reports directly to the Chief Program Officer (who is in the San Francisco office) and directly supervises four staff: one Senior Manager and three Senior Attorneys (including one in the San Francisco office). The PBJ Director also works closely with the Director of Innovation and Learning to bring a creative problem-solving lens to the work of the team, as well as with the Senior Manager of Research & Evaluation to assess and understand the impact of the PBJ projects. OneJustice is placing the PBJ Director in the Los Angeles office for the first time, specifically to build the organization's presence, profile, strategic partnerships and revenue in the Southern California region.

### **Key Responsibilities**

**(#1) Organization-Wide Management and Leadership:** The PBJ Director shares responsibility with the management team for the overall impact, strategies, health, and sustainability of the entire organization, which includes:

- Strategic Planning & Program Management: ensuring the organization operationalizes the vision, mission, and long-term strategic goals through high impact annual plans for all aspects of the organization
- Finances, Budget and Strategic Resource Management: balancing resources and strategy, participating in the annual budget process, monitoring organization-wide financial health and sustainability
- Talent Management: building a strong organizational culture around hiring, supporting, developing, and retaining diverse staff who are driven by OneJustice's unique mission and purpose, supporting an organizational culture that fosters continuous learning
- Communications & External Relations: building a robust communications program at OneJustice, and frequently serving as an ambassador for the organization and all of its programs with external stakeholders and funders

**(#2) Pro Bono Justice Program Management and Leadership:** The PBJ Director has two types of programmatic responsibilities within the PBJ Program. First, the position is responsible for managing the PBJ Program such that the team achieves its programmatic, financial, and operational goals and objective (i.e., achieving results by managing the team and staff). Second, the Director is an individual contributor on specific PBJ projects, as listed below.

**#2A: The PBJ Director's Program responsibilities include:**

**PBJ Presence, Partnerships, and Revenue in Southern California:** As the first Director in Southern California, this position will have a heavy focus on external relationships and identifying and pursuing new partnerships and revenue streams, including:

- Develop, implement, and achieve a multi-year business plan for the Southern California Pro Bono Justice projects (clinics and volunteer coordination/engagement)
- Develop and implements strategies on external relations and partnerships in order to increase OneJustice's presence in Southern California and increase stakeholder awareness of OneJustice projects among law firms, law schools, corporate legal departments, and nonprofits
- Achieve increased pro bono participation and financial contributions from law firms and corporations (working in coordination with the CEO and Corporate Relations Manager)

**PBJ Program Budget:** Ensures the effective generation and management of PBJ's financial resources, including:

- Oversee accurate annual project budgets for the PBJ program
- Monitor PBJ expenses, make adjustments as necessary, and communicate changes to the Chief Program Officer and Director of Finance & Operations
- Project earned income revenue for the PBJ Program, track it throughout the year, and report back to the Management Team

**PBJ Program Management:** Lead and oversee all aspects of the Pro Bono Justice Program, including:

- Work closely with the CEO and Chief Program Officer to set vision, theory of change, annual goals and objectives for the Pro Bono Justice Program
- Oversee and support direct reports in program planning, development and achieving program objectives
- Provide leadership, support and direction in the development of new PBJ programs to meet changing needs of the 100+ legal services organizations OneJustice supports in California
- Proactively lead the efforts to project and secure revenue streams for PBJ projects, including earned income, charitable donations, and grant funding
- Expand and deliver PBJ programs effectively, including compliance with reporting and documentation to funders
- Monitor and evaluate existing PBJ programs, using data to drive decisions (with support from the Senior Manager of Research & Evaluation)
- Cultivate innovation and creative problem-solving in the PBJ team (with support from the Director of Innovation & Learning)

### **PBJ Talent Management and Supervision:**

- Responsible for developing and motivating the PBJ team members, including ensuring annual professional development plans are in place for all team members
- Responsible for Human Resources decisions for the PBJ Team, including overseeing the use of OneJustice's performance management system with all PBJ staff
- Supervises four Senior Attorney/Manager positions – one in San Francisco, and three in Los Angeles

**#2B. Project-Level Responsibilities:** The PBJ Director is also an individual contributor in the following PBJ projects:

- The statewide Immigration Pro Bono Network, to engage the private sector in immigration pro bono projects and cases
- The new Justice Bus Network, to expand the reach of the award-winning Justice Bus project through a new scaled network model
- The annual California Pro Bono Conference to foster statewide learning, collaboration, and the sharing of best practices among stakeholders
- Lead immigration pro bono and pro bono emergency response work in Southern California and coordinate OneJustice statewide immigration and emergency response work with the PBJ Senior Staff Attorney in the San Francisco office

### **Qualifications:**

- BA required. Advanced degree (JD, MBA, MPA or related degree) or commensurate work experience in a leadership role preferred
- At least 1 year of experience in a Director-level management role or any senior leadership role with commensurate responsibilities in terms of managing budget, talent, team, and program (in the nonprofit sector preferred)
- An equity mindset (awareness of the inequities that exist at multiple levels from the personal to the systemic) and demonstrated commitment to the values of diversity and inclusion
- Extensive project management experience with proven ability to deliver results
- Strong commitment to the professional development of staff
- Emotional intelligence and a problem-solving approach
- The ability to set clear priorities, delegate, and work effectively with a team
- Highly developed analytic, organization and problem-solving skills, which support and enable sound decision-making
- The ability to communicate and work effectively with a variety of internal and external stakeholders
- Outstanding presentation and communication skills
- Extensive travel within California and some travel nationally is required

### **Salary & Benefits:**

- Starting salary for the Director position is \$75,680, (with required 1 year experience in a Director-level management role or any senior leadership role with commensurate responsibilities). The full Director salary range is \$68,800 (starting salary for no prior Director

experience) to \$103,200 (ten year of prior experience at the Director level), as dictated by the OneJustice salary scale.

- Benefits include fully paid health insurance (medical, dental, and vision), life and disability insurance, and generous paid leave (vacation, sick, and holidays - including a full week off during the winter holidays)
- Professional development support including annual professional development plan and funds
- OneJustice also offers a flexible spending account for qualified health, child care, and commute expenditures
- An opportunity to work on the cutting edge of legal services innovation and growth
- A supportive, team-based environment and commitment to ongoing professional development

### **Application Process:**

To apply, please visit: <https://onejustice.bamboohr.com/jobs/view.php?id=16>

**Applications must be received by 5pm on Monday, November 12, 2018. The ideal start date is December 2018 or January 2019.**

In the online application system listed above, be prepared to submit the following information: 1) a cover letter explaining your interest in and qualifications for the position that describes relevant work and/or volunteer experience; 2) your resume; 3) three references; **and 4) a response to the following question:**

OneJustice serves highly diverse communities in our clients and in the broader legal services sector. To ensure that our agency is best positioned to serve these communities, OneJustice strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with our communities. We see this as a commitment to enhance the provision of our services to all clients and nonprofits and to create an inclusive and respectful workplace in which differences are acknowledged and valued. **Please address in your cover letter how your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural competency and diversity amongst our staff.** Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our various communities, OneJustice is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups, as well as bilingual and bicultural candidates, to apply.