

MANAGING ATTORNEY – Pro Bono for Housing Initiatives

Job Title: Managing Attorney
Department: Legal – Advocacy & Client Services
Reports to: Director of Advocacy/Client Services and Director of Performance and Compliance
Effective Date: September, 2021

JOB SUMMARY:

The Managing Attorney shall assure the highest quality of legal representation by the office(s) to which he/she is Assigned; manage and provide leadership to attorneys and paralegals; engage in/encourage impact representation when possible; engage in/encourage litigation planning and strategy; engage in/encourage community education, bar association participation, fundraising participation; and work with the Director of Performance and Compliance to ensure compliance with all regulations and funding requirements of the program.

The Pro Bono Manager will be fully accountable, (assessment, coordination, evaluation and oversight), for the pro bono efforts on housing within the designated counties. The Manager will cultivate relationships with key stakeholders and housing advocates to develop the NLS's strategic vision, infrastructure and support systems for the housing pro bono efforts designed to prevent evictions and prevent homelessness.

SUPERVISORY DUTIES

- Directly manage and monitor all legal and non-legal staff in the office(s), including all human resource actions and recommendations
- Consult and coordinate with the Directors regarding hiring, discipline, grievances, and related matters arising from the Collective Bargaining Agreement;
- Manage employees' time management requests including leave, compensatory and flex time.
- Responsible for performance management and employee development. Monitor timekeeping and approve time sheets of staff under their supervision ;
- Redeploy office staff and reassign cases as necessary
- Manage staff's responses and interactions with clients including response timeliness, courteous behaviors and appropriate handling of client matters and problems;
- Contribute and promote a healthy, productive and positive work environment;
- Provide training to staff on a day-to-day basis;
- Evaluate and manage the performance and capability of the attorneys, paralegals, and all staff assigned;
- Attend and contribute to Management Meetings and Trainings;

ADMINISTRATIVE DUTIES

- Provide support to the Director of Program Performance and Compliance as required for report preparation and funding applications;
- Contribute and assist in development and execution of presentations, procedures, and policies as necessary;
- Review and close client files;
- Assist in the maintenance of SharePoint and the Eligibility Manual;
- Collaborate and Implement on personnel directives as required;
- Collaborate and contribute to training development and with special projects as assigned;

OUTREACH DUTIES

- Further local Bench/Bar relations by participating in local and state bar committees at the direction of the Executive Director;
- Spokesperson for NLS to the media and other audiences on relevant substantive legal topics and participate in community forums as NLS representative;
- Provide recruitment support for the Private Attorney Involvement (PAI) Program;
- Contribute to the development of legal education activities for the legal services and local bar communities;
- Coordinate with the local legal and client community in the establishment of office goals and priorities;
- Participate in fundraising activities at the direction of the Executive Director;

LEGAL REPRESENTATION DUTIES

- Provide limited legal representation to eligible individuals and groups;
- Engage in representation on matters that affect the client community and/or which seek to effectuate systematic change in conditions that adversely affect the client community;
- Where appropriate and/or necessary serve as co-counsel or mentor;
- Develop and implement systematic approaches to legal problem solving;

ADDITIONAL DUTIES

- Develop legal education activities in the Legal Services and local Bar communities;
- Perform additional duties as assigned.

SPECIFIC EXPECTATIONS:

- **General Responsibilities.** Responsible for review and update of current program including referral processes, recruitment and overall quality control of program. Act as Program Liaison; participate in trainings and meetings regarding pro bono matters; contribute to program development including program materials, webpages, brochures, newsletters, and publicity.
- **Pro Bono Projects.** Undertake pro bono projects with a special focus on housing with respect to client need, volunteer engagement, technology usage, community partnerships, fundability, and return on investment.
- **Community Engagement.** Cultivate relationships with law firms and corporations, bar associations, the judiciary, and housing advocates and maintain involvement with local, state, and national pro bono networks, bar associations, and affinity groups with regard to all program development and relationships.
- **Training.** Collaborate with staff, volunteers, and independent contractors to develop and produce curriculum that will be available to attorneys, law firms, businesses, nonprofit organizations, educational institutions, and government entities. Develop and ensure training for all volunteers.
- **Coordinate Pro Bono with Intake.** Integrate pro bono efforts directly into NLS's intake and case management system for effective assignments and monitoring.
- **Develop Quality Control System.** Design quality control systems for cases assignments that ensure compliance with grants and all reporting's.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent sales and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory/leadership skills.

- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE

- Graduation from an accredited law school;
- Minimum of 5 years of legal experience;
- Admission Pennsylvania Bar Association;
- Demonstrated supervisory capabilities;
- Leadership experience is preferred;

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.