



**charlotte center  
for legal advocacy**

justice lives here.

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# Managing Attorney, Pro Bono Unit

Full Time

(APPLICATION DEADLINE: 11/20/2023)

## WHO WE ARE:

Charlotte Center for Legal Advocacy, a non-profit agency that provides free legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a dynamic individual for the role of Managing Attorney, Pro Bono Unit to support the Advocacy Center's programs. More information about the Advocacy Center can be found at our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

## ROLE:

The Managing Attorney – Pro Bono is responsible for overseeing and coordinating the provision of legal services to individuals or organizations in need, ensuring the highest quality of pro bono legal assistance. They will oversee a team of attorneys, paralegals, and support staff, as well as collaborate with external partners to enhance pro bono initiatives. This role requires a combination of legal expertise, leadership skills, and a commitment to advancing access to justice. Our Managing Attorney – Pro Bono plays a crucial role at Charlotte Center for Legal Advocacy, ensuring that vulnerable individuals and organizations receive essential legal assistance and that pro bono efforts are effectively managed and executed.

## SUPERVISORY RESPONSIBILITIES:

- Recruits, interviews, hires, and trains pro bono staff.
- Oversees the daily workflow of the unit
- Performs other related duties as assigned.

## RESPONSIBILITIES:

### Legal Oversight:

- Provide legal guidance, support, and mentorship to pro bono attorneys and staff.
- Review, evaluate, and provide feedback on pro bono cases to maintain high-quality legal services.

### Pro Bono Project Management:

- Plan, organize, and oversee pro bono legal initiatives and projects.
- Establish case priorities, assign cases to volunteers, and monitor progress.

- Ensure compliance with ethical and professional standards in pro bono work.

#### Collaboration:

- Build and maintain relationships with partner organizations, law firms, and volunteers.
- Collaborate with community and nonprofit stakeholders to identify legal needs and develop pro bono opportunities.

#### Training and Development:

- Design and implement training programs for pro bono attorneys and support staff.
- Facilitate continuous learning and professional development opportunities.

#### Supervision and Support:

- Supervise pro bono attorneys, paralegals, and support staff, providing guidance and support.
- Conduct regular check-ins, performance evaluations, and feedback sessions.

#### Resource Allocation:

- Manage resources, budgets, and grant applications to support pro bono initiatives.
- Ensure efficient allocation of resources and identify opportunities for growth.

#### Legal Research and Advocacy:

- Conduct legal research and analysis to support pro bono cases and initiatives.
- Advocate for policy changes or systemic reforms to address legal issues faced by underserved populations.

#### Data and Reporting:

- Maintain records and generate reports on pro bono activities, outcomes, and impact.
- Use data to assess the effectiveness of pro bono programs and make improvements.

#### Compliance and Ethics:

- Ensure adherence to legal ethics, professional standards, and organizational policies.
- Address any ethical or compliance issues promptly.

### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Juris Doctor (JD) degree and active membership in the NC state bar.
- Several years of legal practice experience, with a strong background in relevant areas of law.
- Experience managing legal teams or projects.
- Commitment to and passion for pro bono and public interest work.
- Strong communication, leadership, and organizational skills.
- Ability to collaborate and build relationships with diverse stakeholders.
- Proficiency in legal research, analysis, and writing.
- Knowledge of relevant laws and regulations affecting underserved communities.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.

## **WORK SCHEDULE:**

Charlotte Center for Legal Advocacy supports a hybrid work schedule with core work hours, Monday - Friday, 8:30 am - 5:00 pm.

## **SALARY:**

This position is a full-time salary, exempt position. The annual salary range begins at \$69,600.00 and may vary depending upon experience and skills.

## **REPORTS TO:**

Chief of Legal Affairs

## **BENEFITS:**

The Charlotte Center for Legal Advocacy offers a generous leave and benefits package, including medical, dental, and vision coverage at 100% for employees, 22 paid days of General Leave, 12 paid holidays, and 100% employer-paid professional liability.

## **REASONABLE ACCOMMODATION:**

Charlotte Center for Legal Advocacy (CCLA) is committed to the full inclusion of all qualified individuals. As part of this commitment, it is the policy of CCLA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Julia Lanham at [julia.lanham@charlottelegaladvocacy.org](mailto:julia.lanham@charlottelegaladvocacy.org).

## **EQUAL OPPORTUNITY EMPLOYER:**

Charlotte Center for Legal Advocacy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of reemployment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **APPLY:**

Applicants should send a resume and cover letter to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org). Please note the position for which you are applying in the subject line.

**MUST APPLY BY 11/20/2023.**