Job Title: **South Carolina Pro Bono Program Director**

Department: S.C. Bar Pro Bono Program

Summary: Plan and implement a statewide, pro bono program to serve all people who need civil legal assistance.

Major Duties:
- Communicate a clear vision for the Pro Bono Program.
- Design and execute goals and strategies to implement statewide pro bono civil legal assistance, including developing a budget.
- Develop and maintain internal systems for collecting, retrieving, and evaluating data regarding prospective clients, clients, volunteers, partner agencies, services provided, program operations, and outcomes.
- Establish an efficient intake process.
- Facilitate timely and appropriate placement of and follow-up for cases with volunteers.
- 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 training and support, the priorities of other providers of legal aid in their service areas, 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 improvements.
- Collaborate and coordinate with the Young Lawyers Division, S.C. Access to Justice Commission, S.C. Bar Foundation, S.C. Legal Services, other provider organizations, local bar and other legal associations, law schools, attorneys, law firms, businesses, community organizations and foundations, and other potential partners.
- Provide pro bono services by serving individual clients and participating as directed in pro bono programs.

Reports to: Public Services Director

Required Education, Experience & Skills:
- J.D. from accredited law school.
- Three years of legal or business experience.
- Ability to recruit and retain volunteers.
- Ability to represent the Program in high level settings that include judges, legislators, 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.

Ability for overnight travel throughout the state and to national conferences and meetings.

Desired Additional Qualifications:

• 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.
• Computer and technology skills including Microsoft Office, project management and customer relationship management.
• Successful project planning and implementation, preferably across multiple teams or organizations.
• Experience in fund raising.

The position is full time with salary and benefits and is based in Columbia.