

## Pro Bono and Strategic Partnerships Manager

### About LCBH

Law Center for Better Housing brings diverse voices and perspectives to providing free legal and supportive services to modest income renters, while advocating for the rights of all renters, until everyone in Chicago and Cook County has a safe, decent, and affordable place to call home. For 45 years, LCBH has served renters who are facing unjust evictions or living in substandard housing. Through its analysis of eviction data, LCBH recognizes that eviction is a matter of fair housing and works to ensure access to justice in eviction court.

### Job Description

The Pro Bono and Strategic Partnerships Manager manages the pro bono legal program and supports pro bono partners. The Pro Bono Program works collaboratively with LCBH's development and legal teams to increase awareness of the LCBH mission and interacts with a variety of stakeholders including law firms, corporate legal departments, community organizations, volunteers, clients, and the general public.

### Hybrid Work

LCBH operates in a hybrid work environment. Staff may work remotely or from our Chicago Loop office. The Pro Bono and Strategic Partnerships Manager is expected to work in the office on Tuesdays plus one additional day per week. Occasional in-person attendance may be required. Applicants planning to relocate to Chicago soon are welcome to apply. Reliable internet is required for remote work, and LCBH provides a monthly remote work stipend.

### Essential Responsibilities & Duties Include

- Lead and execute strategy to position LCBH as a top pro bono partner for law firms, corporations, and attorneys.
- Recruit and expand participation from new firms and corporate partners.
- Set and manage strategy for asking high engagement volunteers and law firms to become donors.
- Secure and manage pro bono funding through grants, sponsorships, and donations.
- Set strategy and standards for community and virtual legal clinics.
- Manage systems and procedures to ensure consistent quality, compliance, and impact across all clinics and pro bono activity through staff leadership, volunteer training, program oversight, and client follow-up.
- Manage and cultivate relationships with community partners that host clinics.
- Align pro bono communications with fundraising and organizational priorities.
- Oversee and manage communications, promotions, and events related to pro bono efforts.
- Manage and co-counsel pro bono casework.

### Education/Experience:

- J.D. degree required
- Experience providing direct services to our client base and proven litigation experience
- Minimum of two years prior experience managing or participating in a pro bono or similar volunteer program required.
- Proven success recruiting, training, and retaining partnerships with law firms, private attorneys, and corporate legal teams.

### Compensation and Benefits

Compensation will be in the range of \$65,000 to \$95,000, commensurate with experience. LCBH offers a benefits package that includes medical, dental/vision, 401k retirement plan with LCBH contribution, and approximately 19 paid holidays.

### Application Process

To apply please send your resume, writing sample, and a thoughtful cover letter to [jobs@lcbh.org](mailto:jobs@lcbh.org). Please include "Pro Bono and Strategic Partnerships Manager" in the subject line. We will review applications on a rolling basis.

### Affirmatively Furthering Equal Employment

LCBH is committed to building a diverse, equitable, and inclusive organization and finding the best candidate for the job. We would strongly encourage interested individuals to apply, even if they do not believe they meet every one of the qualifications described above.