



## Pro Bono Panel Manager

If you have a passion for social justice and want to fight for those who need legal assistance the most, we want you to join our team! You will work with attorneys and firms donating their time to help people living with HIV/AIDS address their legal needs.

### Responsibilities:

Update Referral Model. During the first two months of employment:

- Conduct external research with legal aid organizations and lawyer referral services to understand existing models, technologies, and best practices for pitching, placing, and tracking pro bono legal referrals
- Engage with ALRP staff and panel attorneys to identify staff/client/attorney needs and areas for improvement
- In conjunction with ALRP leadership, develop recommendations for a new referral model that improves attorney engagement, expands services provided to clients, and optimizes ALRP's ability to track outcomes of referred cases

Attorney Re-Engagement. Based on the outcomes of the Update Referral Model process:

- Implement the finalized recommendations developed during the first two months of employment
- Develop practicable measures to identify panel attorneys who are (and aren't) interested in receiving referrals from ALRP moving forward, including targeted outreach to key audiences (e.g., attorneys who have not received a referral request in the last 18 months; attorneys who have not accepted a referral in the last 18 months; new attorneys this year who have not yet accepted a referral; etc.)
- Conduct outreach to pro bono contacts at large firms, and re-engage those firms in accepting referrals
- Respond to requests and explore additional avenues for attorney/firm engagement (e.g., legal clinics, outreach events, presentations and dedicated trainings at firms, etc.)

Panel Attorney Recruitment and Training

- Coordinate a series of 10-12 Zoom-based Continuing Legal Education webinars each year to educate and recruit attorney volunteers (identify topics and presenters, publicize with partner organizations, coordinate Zoom logistics, engage in attendee follow-up)
- Identify areas of law where ALRP needs additional support and engage in focused recruitment of new attorneys in those areas
- Serve as the primary point of contact for all prospective Panel attorneys
- Represent ALRP at conferences/events for attorney recruitment purposes
- Conduct onboarding calls and process attorney applications

### Panel Attorney Support, Coordination, and Recognition

- Serve as the primary point of contact for inquiries and requests from current Panel attorneys
- Manage updates to attorney profiles in ALRP's attorney database
- Provide timely and ongoing recognition of volunteer attorneys through development and coordination of volunteer appreciation events and activities, including an annual volunteer appreciation party, monthly thank-you calls from Board members, and other stewardship and networking activities
- Develop and implement systems for regular check-ins with Panel attorneys to strengthen relationships, verify contact information and practice areas, and improve overall engagement

### Referral Placement and Tracking

- Work with client services staff to develop referral pitches, disseminate pitches to Panel attorneys, and conduct follow-up to ensure successful placement of cases
- Develop and implement systems for following up with all attorneys who accept a referral in order to (a) ensure the client and attorney were able to connect, (b) collect the hours reporting required for annual tabulation for ALRP's audit, and (c) support ALRP's communications needs (e.g., regarding Panel Attorney profiles and success stories)

### Non-Attorney Volunteers

- Field requests from ALRP staff and conduct outreach to engage non-attorney volunteers for events and office support as required (e.g. for fundraising events or in-office mailing projects)

### Qualifications

- J.D. degree, experience working with attorneys, or significant experience recruiting and supporting volunteers
- Experience with data entry and reporting (particularly Salesforce)
- A commitment to ALRP's mission
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Proficiency in MS Office

### **Compensation**

- Starting salary is \$80,000 - \$90,000, depending on experience
- Fully paid health (Kaiser), dental/vision (Guardian) and Life/STD insurance; employee-contributed 401a plan; access to Commuter benefits on a pre-tax basis; access to Flex/Cafeteria plan; 2-weeks' vacation (first year), 13 regular holidays, 2 floating holidays

**Please submit your resume and cover letter to our Executive Director, Matt Foreman, at [mattf@alrp.org](mailto:mattf@alrp.org).**