

Pro Bono Development Director Position (full-time; exempt)

The Minnesota State Bar Association is looking for an attorney to manage and oversee aspects of its pro bono effort; MN State Bar Foundation; and Wills For Heroes Program. Please visit the Public Services area of www.mnbar.org to access information about MN Legal Services Coalition, MN State Bar Foundation, projusticemn.org, and the Wills For Heroes icon on the right side bar for more information about this program.

The primary responsibilities for this position are:

- increasing the number of attorneys volunteering for pro bono work;
- increasing visibility and raising public awareness of attorney pro bono efforts;
- assisting providers, such as MN Legal Services Coalition, to develop and operate local volunteer attorney programs;
- serving as co-staff liaison to the Legal Assistance to the Disadvantaged Committee (LAD);
- writing LSAC/LTAB grant proposal for the MN Volunteer Attorney Program (MVAP);
- identifying fundraising opportunities for (MVAP);
- developing work plan and budget with local volunteer attorney programs, LAD, and MVAP Board;
- managing MVAP budget process to ensure compliance with state and federal filings;
- developing and managing fund raising efforts for the MN State Bar Foundation;
- handling all support aspects of the MN State Bar Foundation;
- serving other pro bono-related programs and working with other staff;
- coordinating aspects of the Wills for Heroes program, including staffing off-site evening and Saturday clinics.

The successful candidate should be familiar with the legal community; have experience setting and achieving goals, fund raising and tracking, grant writing, managing projects and events, working with volunteers, and serving on boards or committees in leadership or support capacities. Familiarity with MN pro bono programs and legal service providers as well as experience planning events and meetings are pluses. Communication and attention to detail are important aspects of this position. The successful candidate must have excellent written and verbal communication skills as well as the ability to communicate necessary, timely information to coworkers and volunteers. Because this person does not have an assistant, the person must have good working knowledge of MS Word and MS Excel. In addition, the person must have the ability to work pre-

scheduled evening and early morning hours, occasionally work more than 40 hours per week, and travel to meetings held away from the office.

Please forward resume to HR Director, MSBA, 600 Nicollet Mall, #380, Minneapolis, MN 55402 or to dplachecki@mnbar.org Position is open until filled. The annual salary is up to \$60,000. This position has benefits. The MSBA is an equal opportunity employer.