



JOB ACCOUNCEMENT: DIRECTOR OF PRO BONO PARTNERSHIPS

The Cyrus R. Vance Center for International Justice seeks qualified candidates for the position of Director of Pro Bono Partnerships. This position, reporting to the Executive Director, has responsibility for developing and managing the Vance Center's global collaboration with law firms and other legal institutions on pro bono legal representation projects, as well as conferences, fellowship programs, special events, and delegations.

The Vance Center advances global justice by engaging lawyers across borders to support civil society and an ethically active legal profession. A program of the New York City Bar Association Fund, a New York State non-profit corporation affiliated with the New York City Bar Association, the Center has a current staff of six lawyers and two administrators and offices at the Bar Association.

The Vance Center has two principal focuses: 1) providing pro bono legal representation, in partnership with more than 500 lawyers from more than 150 law firms in 75 countries, to international, national, and local human rights and environmental organizations, through four thematic program areas; and 2) strengthening ethical practice in the Latin American and sub-Saharan African legal professions through promotion of pro bono engagement, professional responsibility, and diversity.

The Vance Center has a cash budget of approximately \$1 million, funded by law firms and Vance Center Committee members, as well as public and private foundations, and receives contributed administrative services from the New York City Bar Association. The estimated value of its programs to its clients exceeds \$10 million, based on the pro bono contributions of partner law firms in the United States, Europe, and Latin America.

The Vance Center is the international pro bono program of the New York City Bar Association, and Vance Center staff and Committee members participate actively in Bar Association committees and activities, including the board of the Bar Fund, the Council on International Affairs and the Committees on International Human Rights, Inter-American Affairs, and African Affairs. The Vance Center organizes, hosts, and co-sponsors frequent public and Bar Association members-only conferences, meetings, and other events, often co-hosted with Vance Center partners like the Coalition on the International Criminal Court and the International Coalition on the Responsibility to Protect. The Bar Association supports the Vance Center's public and internal communications and its financial, technology and human resources management.

POSITION

The Director of Pro Bono Partnerships plays a vital role at the Vance Center, developing and managing relationships with law firms and other legal institutions which collaborate on pro

bono legal representation with Vance Center lawyers on behalf of clients worldwide and on Vance Center programs promoting pro bono practice, diversity in the legal profession and professional responsibility. The Director maintains active communication with members of the Vance Center Committee, pro bono counsel of law firms represented on the Committee, staff or pro bono clearinghouse partners in Latin America and elsewhere, U.S. and Latin American law school representatives, and others, in order to managed pro bono collaboration, plan and implement frequent meetings, videoconferences, and conferences in the United States and throughout Latin America. S/he acts as liaison between Vance Center program lawyers and collaborating law firms and maintains the Vance Center's data base of pro bono projects and law firm participation, supervising an administrator of the data base.

RESPONSIBILITIES

- Develop and maintain relationships with law firms and other legal institutions participating in Vance Center pro bono legal representation
- Maintain the Vance Center's data base for pro bono partnerships, including supervising administrator
- Coordinate with Vance Center program lawyers placing pro bono legal matters with pro bono counsel
- Maintain communications with Vance Center Committee members and pro bono counsels of law firms represented on the Vance Center Committee, as well as others, seeking feedback and taking initiatives to strengthen collaboration
- Maintain communications with Vance Center partner pro bono clearinghouse organizations, including those in the Pro Bono Network of the Americas, to strengthen collaboration and extend and institutionalize the Network
- Develop and implement strategies with Vance Center Committee members and Network members on promoting pro bono practice in Latin America and elsewhere, including planning and participating in periodic meetings, videoconferences, and conferences in the United States and Latin America
- Develop and implement strategies with members of the Vance Center Committee and the steering committee of the Women Lawyers of the Americas program to develop and pursue the goals of the program, including planning and participating in periodic meetings, videoconferences, and conferences
- Collaborate with Vance Center Committee members and program lawyers and partner organizations on planning and holding other meetings and conferences in the United States and elsewhere
- Frequent travel to Latin America and elsewhere to participate in meetings and conferences, including related to pro bono practice
- Participation in strategic planning sessions, regular staff meetings, Vance Center Committee meetings, New York City Bar Association events and other meetings

SKILLS AND REQUIREMENTS

- Admission to practice law in New York State or other appropriate jurisdiction
- At least 2-3 years of legal work experience at a law firm or in public interest law organization or social justice NGO using pro bono legal assistance from law firms
- Familiarity with civil law and the legal system and profession of Latin America
- Knowledge of political, social and economic conditions in Latin America, Africa and other regions of the world
- Excellent interpersonal and communication skills, including the ability to write and speak persuasively and professionally
- Excellent analytic and writing skills
- Superior organizational and strategic planning skills
- Native or equivalent fluency in English and Spanish
- Knowledge of Salesforce and familiarity with Microsoft Office (including Word and Excel)
- Authorization to work in the United States indefinitely, such as with U.S. citizenship or permanent residence

ADDITIONAL QUALIFICATIONS

The ideal candidate will have:

- Fluency in French, Portuguese or another commonly-used language
- Legal experience in a civil law jurisdiction, preferably in Latin America
- Knowledge and experience with web design and website management
- Expertise with Salesforce and other data base systems

COMPENSATION

Compensation will be commensurate with experience and qualifications for the position.

We offer an attractive benefits package.

APPLICATION

Qualified candidates should submit a cover letter and resume with salary requirements to: New York City Bar Association, ATTN: Human Resources Director, 42 West 44th Street, New York, NY 10036. The cover letter and resume may be submitted by email to humanresources@nycbar.org. No phone calls please. **Applications are due by April 15, 2015.**

The New York City Bar is an Equal Opportunity Employer.



JOB ANNOUNCEMENT: DEPUTY EXECUTIVE DIRECTOR

The Cyrus R. Vance Center for International Justice seeks qualified candidates for the position of Deputy Executive Director. This position, reporting to the Executive Director, has responsibility for all of the Vance Center's programs and activities, with principal focus on communications and development.

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POSITION

The Deputy Executive Director, a newly-established position, will support the Executive Director in all aspects of organizational management, including budgeting, finance, fundraising and development, strategic planning, program supervision, communications,

staffing and personnel supervision, and liaison with the New York City Bar Association, New York City Bar Fund, including its board of directors, the Vance Center Committee, including its executive sub-committee and working groups, and other constituencies.

The Deputy Executive Director will have particular responsibility for managing the organization's communications and restricted grant funding, including supervision of the communications and administrative staff, strategic planning and implementation of communications initiatives, and identification and development of foundation, U.S. government, and other grant opportunities. S/he also will participate in the Vance Center's programmatic work, providing legal representation to clients in one or more thematic areas alongside pro bono law firms, and directing and/or supervising one or more ethical practice programs, in both cases based on her/his interests and experience.

SKILLS AND REQUIREMENTS

- Admission to practice law in New York State (or another appropriate jurisdiction)
- 2-3 years or legal practice in private law firm or non-governmental organization
- 5-10 years experience in non-profit management as executive, deputy, chief operating officer, program director, or the equivalent, such as active board service
- Demonstrable knowledge of contemporary communications tools and methods
- Substantial experience with seeking, obtaining, and managing restricted grants from public foundations, with U.S. government grant experience preferred as well
- Established familiarity with issues of international justice, including human rights, transitional justice, accountability, transparency, economic and social development and the environment
- Native or equivalent fluency, written and spoken, in Spanish and English
- Public communication experience and skills, as well as excellent writing ability
- Authorization to work in the United States indefinitely, such as with U.S. citizenship or permanent residence

ADDITIONAL QUALIFICATIONS

The ideal candidate will have:

- Experience using social media and/or blogging to engage targeted audiences
- A demonstrated commitment to social justice issues, especially international
- Knowledge of database management (particularly Salesforce)
- An understanding of content delivery methods (web/email/newsletter/mobile/audio/print/video) and web analytics
- working knowledge of French and/or Portuguese

COMPENSATION

Compensation will be commensurate with experience and qualifications for the position.

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