

**Volunteer Lawyers Project of the Boston Bar Association  
Position Announcement - Executive Director**

**Volunteer Lawyers Project of the Boston Bar Association**, a nonprofit organization providing pro bono legal assistance to low income residents of Greater Boston, is seeking an outstanding attorney, administrator and community leader to succeed the long-time executive director who is retiring.

Volunteer Lawyers Project of the Boston Bar Association (VLP) was established in 1977 with the mission to a) provide high quality legal services in a broad range of civil matters to eligible residents of the greater Boston area, including MetroWest and b) engage and support the efforts of the private bar in providing pro bono legal services in civil matters. It is among the oldest organized *pro bono* efforts in the country. *Pro bono* services are provided through a panel of approximately 1,000 attorneys and paralegals representing all segments of the legal community, members of small, medium and large firms, solo practitioners, and corporate counsel. The panel handles a broad range of substantive cases including housing, family, consumer, bankruptcy, unemployment compensation and wills. On average, over 10,000 hours of *pro bono* attorney time are contributed annually, conservatively valued at in excess of \$2 million.

VLP engages in three primary activities:

**Recruitment of attorneys:** VLP regularly reaches out to members of the legal community to gain their participation. VLP staff screen cases and matches volunteer attorneys with clients.

**Training:** VLP offers a regular training schedule for participating attorneys in family law, bankruptcy, guardianship, employment discrimination, housing and unemployment.

**Mentoring:** VLP staff track all cases handled by volunteers. VLP staff, other public interest attorneys, and experienced private practitioners facilitate case handling by coaching and advising volunteers in delivering high quality legal services.

**Current Projects** include:

- **Boston Housing Court Attorney of the Day:** Volunteers assist *pro se* tenants and landlords by answering questions, providing advice, or assisting with mediation. VLP provides training and on-site back up.
- **Home Ownership Preservation:** VLP represents clients in a wide variety of home-ownership issues including closings for first-time homebuyers, foreclosure prevention and transfers of real estate.
- **Trusts and Estates Hotline:** Volunteers provide telephone advice to clients concerning, wills and probate related issues in their own offices for pre-screened clients at scheduled times.
- **Senior Partners for Justice:** Senior attorneys, retired or practicing, handle a range of family and probate matters under the mentorship of the Hon. Judge Edward Ginsberg, Ret.
- **Family Economic Enhancement:** This project concentrates on matters where a family's income can be enhanced through obtaining and enforcing child support orders; obtaining alimony for older women; ensuring the provision of health care for the family unit; and obtaining an equitable distribution of marital assets such as homes and pensions.
- **Summer Unemployment Project:** Summer associates at area large firms and Liberty Mutual provide representation to persons seeking unemployment benefits.

VLP strives to: a) promote diversity in the delivery of legal services, ensuring inclusion and equal opportunity regardless of race, gender, disability, ethnicity, age, sexual orientation, religion, gender identity and national origin; b) create a board and staff that reflect the diversity of its service area and the client community it endeavors to serve; and c) create a collegial work environment with staff and board members who are supportive and respectful of each other.

VLP has an annual operating budget of \$2.2 million and a staff of thirteen. Staff includes the Chief Counsel and five staff attorneys, two paralegals, a Senior Partners for Justice manager, and finance and administration

professionals. The Board of Directors works through an active Committee structure. VLP is funded primarily through a federal grant provided by the Legal Service Corporation and contracts with two sub-grantees, Legal Advocacy and Resource Center (LARC) and Metro West Legal Services (MWLS).

**The Executive Director (ED)** will provide overall leadership and be responsible for all aspects of VLP's operations. S/he will report to and support the Board of Directors and will:

- embrace the vision and inspire volunteers and staff to achieve the mission
- manage the compliance obligations of the Legal Services Corporation grant, VLP's primary source of funding, and carry out a modest amount of grant writing and fundraising appeals
- represent VLP in the local and national legal communities
- hire, motivate, supervise, support and evaluate the staff and regularly review personnel policies and compensation
- foster positive external strategic relationships including Legal Services, Boston Bar, regional partners and key volunteers
- engage in annual strategic planning processes including development of specific goals
- manage PR activities including the development of the annual report, the website and newsletters and serve as VLP's spokesperson
- keep abreast of developments in local and national legal and legislative issues
- work closely with the Board Chair and all Committee Chairs and ensure effective communications between Board and staff
- be fiscally responsible, including presenting the annual budget to the board, monitoring revenue/expenses and financial controls and ensuring compliance with all grant requirements
- keep in touch with legal/social issues relevant to VLP's work and participate in legal community activities

**Qualifications:** The Executive Director will be an experienced, entrepreneurial and respected leader who combines strategic vision and operational excellence. The new ED must be a passionate spokesperson for VLP and *pro bono* service, have a strong leadership presence and work collaboratively with national and community leaders. The ideal candidate will offer many of the following attributes:

- J. D. degree and active member of a bar
- Demonstrated commitment to providing access to legal representation for low income people
- Knowledge of nonprofit management
- Ability to grow the organization's visibility and impact
- Senior level experience successfully managing budgets and staff and evolving an organization
- Demonstrated fundraising ability
- Effective at motivating staff and furthering their professional development
- Financial management skills and experience
- Leadership profile and presence
- Strong management, operations and program development skills
- Commitment to and knowledge of how to maximize both volunteer and staff diversity
- Excellent interpersonal, communication and team-building skills
- Experience building partnerships
- Residence in or ability to relocate to the Boston area

**For more information,** please see [www.vlpnet.org](http://www.vlpnet.org).

**To apply,** please send cover letter, resume and salary history to: [segmont@egmontassociates.com](mailto:segmont@egmontassociates.com), Egmont Associates, 85 East India Row #24F, Boston, MA 02110. Word documents as attachments only.