

**Description:** The Managing Attorney is a full-time position to be based anywhere in the state of Illinois. The Managing Attorney will serve as a member of PILI's Programs Team, with primary responsibility for overseeing PILI's statewide efforts to expand and enhance pro bono outside of the Chicago metropolitan area. This is a dynamic position that requires both the ability to organize and manage at a high level, while also being actively engaged in administration and implementation. The ability to do regular and significant statewide travel, and limited national travel, is required.

**Major Responsibilities:**

- Overseeing PILI's pro bono efforts to expand equal access to justice in Illinois, including:
  - Managing PILI's existing Judicial Circuit Pro Bono Committees and all committee projects in coordination with committee membership and leadership, including developing and supporting pro bono opportunities, CLE programs and written resources, as well launching new Committees as appropriate;
  - Cultivating and sustaining relationships with constituents throughout Illinois to collaborate in achieving PILI's mission as well as serving as a resource to lawyers, law firms, corporations, law schools and public interest law organizations on matters of public interest law and pro bono; and
  - Leading the development and implementation of other new pro bono projects and initiatives to expand both the pool of pro bono volunteers and the amount of pro bono being performed in Illinois.
- Supervising any legal work conducted by volunteers through PILI's pro bono opportunities, including:
  - Managing PILI's participation in the Illinois Armed Forces Legal Aid Network (IL-AFLAN), including overseeing client intakes and placing cases with pro bono attorneys, recruiting pro bono attorneys and conducting outreach, and monitoring and reporting on metrics for required grant application and reports.
  - Managing PILI's Self-Represented Litigant Help Desks, ensuring volunteer coverage and support, and overseeing client paperwork and following up on any outstanding issues; and
  - Managing PILI's Conflict of Interest Pro Bono Referral Panel, including reviewing client intakes and placing cases with pro bono attorneys, as well as expanding the program to additional judicial circuits.

**Other Responsibilities:**

- Traveling regularly, including overnight stays, to the judicial circuits in which PILI is currently operating committees (Belleville, Bloomington, Champaign, Charleston, Edwardsville, Peoria, Rock Island and Wheaton) and to PILI's headquarters in Chicago, as well as other statewide and national travel as needed;
- Coordinating and collaborating with the other members of PILI's Programs Team on programming and projects;
- Assisting in the staffing of relevant committees of PILI's Board of Directors, and participating in organizational and programmatic strategic planning;
- Representing PILI at local, regional and national conferences, and actively participating in the organized bar on PILI's behalf; and authoring articles about PILI, its programs and relevant topics;
- Assisting, as needed, in preparation of grant proposals and reports; and
- Performing other duties as assigned by PILI's Executive Director.

**Qualifications:**

- Juris Doctor degree, licensed and authorized to practice law in Illinois with a minimum of 3-6 years of legal practice experience in either legal aid or in the private sector with a significant pro bono practice;
- The ability to regularly travel, and work evenings and weekends as needed;
- A valid driver's license;
- Self-motivated individual with creative problem solving skills, who can organize and prioritize work and meet critical deadlines with the ability to work independently as well as collaboratively;
- Ability to self-support within a small nonprofit environment and proficiency with technology;
- Excellent written and verbal communication skills; detail oriented with strong critical thinking and analytical skills;
- Prior supervisory experience with staff and/or volunteers is beneficial; and
- Understanding of and commitment to the mission and work of PILI.



**JOB DESCRIPTION**  
Managing Attorney

**Salary:** This is a full-time position with a salary range of \$55,000 to \$65,000 depending on experience, including a generous benefits package with employer-paid health insurance and retirement plan.

**To apply:** Please email a cover letter, resume, writing sample and three professional references to [employment@pili.org](mailto:employment@pili.org). Please put "Managing Attorney" in the subject line. Please do not send application materials by mail, and no phone or email inquiries. Applicants will be contacted in the event that we wish to further discuss your qualifications.