

Description: The Program Manager reports to PILI's Executive Director and will be based in Central Illinois. The Program Manager 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. The ability to do regular statewide and limited national travel is required.

Major Responsibilities:

- Overseeing PILI's statewide pro bono efforts and supervising any legal work conducted through those projects, including:
 - Managing existing Judicial Circuit Pro Bono Committees, launching new Committees, and developing and managing related projects and initiatives including CLE Programs and written materials;
 - Managing PILI's Self-Represented Litigant Help Desks, ensuring volunteer coverage and support, and reviewing client paperwork and following up on any outstanding issues;
 - Managing PILI's Conflict of Interests Pro Bono Referral Panel Program in the initial pilot phase, including reviewing client intakes and placing cases with pro bono attorneys, as well as expanding the program to additional judicial circuits; and
 - Co-managing PILI's new Legal Help Within Reach program to bring law students and lawyers from urban centers to rural communities to deliver legal services.
- Cultivating and sustaining relationships with constituents throughout Illinois to collaborate and coordinate 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;
- Leading the development and implementation of other new projects and initiatives to expand both the pool of pro bono volunteers and the amount of pro bono being performed in Illinois; and
- Establishing metrics for evaluating the impact of PILI's efforts to expand and enhance pro bono and seeking, analyzing and responding to evaluative feedback.

Other Responsibilities:

- Traveling to PILI's Chicago office 1-2 times per month to assist with and attend staff meetings, other administrative meetings and events;
- Assisting in the staffing of relevant committees of PILI's Board of Directors;
- Participating in organizational and programmatic strategic planning;
- Representing PILI at local, regional and national conferences;
- Actively participating in the organized bar and other community organizations on relevant committees and projects on PILI's behalf;
- Assisting, as needed, in preparation of grant proposals and reports;
- Authoring articles about PILI, its programs and relevant topics locally, regionally and nationally; and
- Performing other duties as assigned by PILI's Executive Director.

Qualifications:

- Juris Doctor degree, and licensed and authorized to practice law in Illinois with a minimum of 5-8 years of legal practice experience in the public interest law sector or in the private sector with a significant pro bono practice;
- Based within, or in proximity to, one of the following Illinois cities: Bloomington, Champaign, Peoria, or Springfield with the ability to travel statewide and 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 using Microsoft Office Suite;
- Excellent written and verbal communication skills;
- Detail orientated with strong critical thinking and analytical skills;
- Availability to work evenings and weekends, as needed;
- Prior supervisory experience with staff and/or volunteers is desirable; and
- Understanding of and commitment to the mission and work of PILI.



JOB DESCRIPTION
PILI Program Manager

Salary: This is a full-time position with a salary range of \$55,000 to 70,000 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. Please put "Program Manager" 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.