

Dauphin County Bar Association
Director of Legal & Community Services

- **Full-time, exempt**
- **On-site, Harrisburg, Pennsylvania**
- **Application Deadline: September 15, 2021**

Are you passionate about ensuring access to justice for everyone? Are you a natural relationship-builder and a creative problem-solver who likes looking for new solutions to old challenges? If so, we invite you to explore working with the Dauphin County Bar Association as our Director of Legal & Community Services.

General Description:

The Director of Legal & Community Services focuses on delivering DCBA's Pro Bono programs and Lawyer Referral Service and working with our Public Services Committee and Bar Foundation. This position will interact with a variety of stakeholders, including volunteer attorneys, MidPenn Legal Services, Dauphin County Courts and Self-Help Center, community agencies, law students and interns, and the general community, including low-income and disadvantaged populations. This position reports to the Executive Director and generally assists in advancing the [mission of DCBA](#).

Your Responsibilities:

- Preserve and promote DCBA's status as a state leader in Pro Bono programming. This includes but is not limited to: strengthening the delivery and success of current offerings, introducing new efforts when appropriate, attracting and organizing volunteers, marketing the programs, providing leadership and staffing assistance.
- Improve and promote DCBA's Lawyer Referral Service. This includes but is not limited to: receiving and screening calls and online applications, matching volunteers with appropriate cases, following-up on consultations, ensuring compliance with operating policies and procedures, ensuring that fee sharing agreements are met and fulfilled, and marketing.
- Support the Dauphin County Bar Foundation. This includes keeping records of the Board's work, tracking types and amounts of all donations, exploring opportunities for growing revenue, providing statistics on the progress of programs, cultivating donors as appropriate, and working with our fundraising consultants to ensure success.
- Support the DCBA Public Services Committee. This includes generating ideas and agenda items, keeping records of the Committee's work, executing directives, developing and reporting on metrics of various programs.
- Develop DCBA's mediation efforts, including raising awareness and developing revenue-generating opportunities.
- Network with others who do what you do, who are community and thought-leaders, who can provide in-person and/or monetary support for Foundation and other programs, and who can help you develop in the position.

Your Characteristics:

- A self-starter who consistently sets and achieves goals, and then sets new ones
- A relationship builder
- A tenacious optimist in the face of challenges
- A respectful and supportive team member and natural cheerleader
- A calm and measured responder to crisis and pressure
- A hard worker at all levels, from the mundane to the sublime

Your Qualifications:

1. JD and current license to practice law in Pennsylvania
2. Knowledge of civil legal assistance systems and pro bono delivery models
3. Demonstrated ability to develop and manage several projects simultaneously
4. Successful experience working with, motivating, and organizing volunteers
5. Clear and concise communications skills: writing, speaking, and public speaking
6. Comfort with and knowledge of fundraising practices
7. Marketing mindset – from data collection to PR
8. Comfort working with diverse communities
9. Proficiency with technology, social media, and creating administrative efficiencies
10. Proficiency with Microsoft Office Suite
11. Spanish-language or bilingual ability a plus
12. Familiarity with customer relationship or association management software or association background a plus

How to apply: Submit your resume and letter of interest to dcbaemployment@gmail.com no later than September 15, 2021.

The Dauphin County Bar Association, located in Harrisburg, PA, serves as the professional organization for 1500 attorneys in the Capital Region. We offer a competitive compensation and benefits package and are an equal opportunity employer.

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