



Tarrant County Bar Association

Position Title:

Pro Bono Programs Director

Reports to: Executive Director, TCBA and TCBF Board of Directors

The Pro Bono Programs Director of the Tarrant County Bar Association (the “Association”) is responsible for all aspects of the Association and Tarrant County Bar Foundation’s (the “Foundation”) pro bono programs – Texas Lawyers for Texas Veterans – Tarrant County Chapter (TLTV) and Tarrant County Volunteer Attorney Services (TVAS). Specific duties include, but are not limited to:

- Planning and overseeing the pro bono legal clinics and related pro bono legal assistance provided by TLTV and TVAS;
- Attending the pro bono legal clinics held by TLTV and TVAS;
- Serving as the staff liaison for the TLTV and TVAS committees;
- Overseeing the preparation of files, correspondence, reports, and related items in connection with the pro bono clinics and placement of eligible individuals with pro bono attorneys;
- In conjunction with the Executive Director and Foundation Board of Directors, assisting with the development of the Foundation’s fundraising activities to benefit the community service and pro bono programs;
- Researching, drafting, and submitting appropriate grant requests to support the pro bono programs;
- Administering and managing any grants for the pro bono programs to ensure compliance, including overseeing and handling any grant reporting, financial tasks, or related requirements in a timely and appropriate manner;
- Promoting the Association, Foundation, and the pro bono programs through speaking engagements, articles, and related community outreach;
- Developing and maintaining relationships with community organizations and legal aid partners to ensure effective and quality programs;
- Managing and training the student, attorney, paralegal, and community volunteers of the pro bono programs, as well overseeing the recruitment efforts on behalf of the pro bono programs.
- Assisting the Executive Director with developing and implementing any program or policy procedures with respect to the pro bono and fundraising activities;
- Participating, as possible, with local and State Bar activities that promote and encourage pro bono involvement;



- Leading the strategic planning for the pro bono programs to ensure appropriate development of the programs, including the preparation of budgets and overall objectives for the programs.

The Pro Bono Programs Director also assists, as necessary, with the daily operations of the Association, including answering phone calls, greeting visitors of the Association, and assisting with Association functions and events.

Qualifications of Position:

Juris Doctor (JD) Degree. In lieu of a JD, sufficient work experience may be substituted if the candidate has a Bachelor's Degree.

Skills Required:

- Superior organizational skills and record keeping for all duties of the position; good communication and grammar skills; ability to communicate in person, by phone or by email with a variety of individuals from staff, board members, committee members, and a large variety of inquiries from members of the Association, from other groups, and from the general public;
- Knowledge of Microsoft Office, QuickBooks, and PowerPoint;
- Ability to multi-task many projects at the same time;
- Ability to meet deadlines;
- Good judgment and professionalism;
- Ability to work overtime or irregular hours, if necessary, to perform the essential duties of the position;
- Experience with grant reporting and grant applications is a plus;
- Experience working in a non-profit environment or membership association is a plus;
- Experience in the legal services or legal aid field is a plus.

Benefits and Compensation:

- Salary commensurate with experience and education.
- Opportunity to participate in employment retirement program, with employer matching.
- Generous paid time off and holiday policies.

This job description is intended only to provide general guidance. It is understood that the position may involve overtime, and that additional or different duties may be added at management's discretion. It is the policy of the TCBA to review and update job descriptions annually, however, updates or revisions may occur within a given year as indicated.