



## JOB ANNOUNCEMENT

### **DEPUTY DIRECTOR, COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM**

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a Deputy Director for its Community and Economic Development (CED) Program.

Since 1968, Brooklyn A has provided free legal services for low-income residents and organizations of Brooklyn, pursuing a uniquely neighborhood-based mission of justice, empowerment and community development.

Brooklyn Legal Services Corporation A (Brooklyn A) is one of the few legal services organizations in the country to develop and sustain a neighborhood-based Community and Economic Development (CED) Program. For more than four decades it has represented thousands of nonprofit community-based organizations (CBOs) and community development corporations (CDCs). Our CED attorneys provide CBOs and CDCs with ongoing, comprehensive legal counsel in their daily operation and functioning and at all stages of project and program development. With our CED attorneys' assistance, our clients are able to increase their organizational strength, the effectiveness of the services they deliver, and their ability to meet their community's needs. The groups we represent seek to create, develop, and operate new and rehabilitated affordable housing; provide high quality health care services; develop community-wide sustainable development strategies; provide support and educational services to youth from infancy through college; and generally work for social and economic justice in local low-income communities. In 2018, we launched our Small Business Support Project (SBSP) in order to respond to our constituents' changing needs. The program provides dedicated, high-quality legal counsel to small business owners throughout New York City on matters related to commercial leasing. Brooklyn A's CED attorneys, as in-house and special project counsel, offer our nonprofit clients ongoing, long-term representation that encompasses the full range of services that private sector corporations routinely receive from their corporate counsel. Our attorneys act as counselors, negotiators, tacticians, strategists and troubleshooters.

The transactional legal services we provide to nonprofit clients include:

- Real estate, including pre-development coordination and title and finance closings
- The drafting and negotiation of contracts
- Regulatory representation and negotiations with governmental authorities
- Advice and council with regard to public and private financing
- Corporate and tax advice
- Environmentally sustainable development
- Employee relations
- Corporate formation, including incorporation, obtaining tax-exempt status and organizational structuring

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The transactional legal services we provide to small business clients include:

- The drafting and negotiation of commercial lease related agreements
- Advice and council with regard to commercial tenants' rights and responsibilities and instances of landlord harassment
- Limited corporate and tax advice as it relates to commercial leases

The Deputy Director will work closely with the Program Director in the management and leadership of the Program with the following duties:

- Assist in the coordination and supervision of all Program work, including regular unit meetings and case reviews, appropriate case coverage, and formulation of legal strategy.
- Assist with oversight of Program's intake, referral policies and procedures.
- Assist with supervision of the CED Program members, including regular individual case reviews, and contributing towards periodic and annual evaluations of CED Program staff.
- Contribute and comment on an annual work plan for Program prepared by the Program Director.
- Assist in developing and implementing a strategic vision for the Program's work, including all aspects of the Program's advocacy and representation of its clients.
- Assist with the supervision and coordination of the Program's law fellows, law firm externs, and student interns both in the summer and throughout the year.
- Assist with the management of Program's pro bono collaborations and other inter-organizational partnerships.
- Serve as Acting Program Director in the absence of the Program Director
- Provide counsel and legal services to new and existing clients as well as represent clients in a professional and expedient manner, including serving as co-counsel on large CED transactions and serving as in-house counsel to long term CED clients
- Collaborate closely with and support the Program Director's development, evolution and achievement of Program mission, vision, goals, growth, and priorities.
- Participate in, assist with, and support managerial efforts in the development and implementation of the Program's goals, growth, and priorities.
- Help instill and maintain a high level of professional development, pride, motivation, and camaraderie among the Program's staff.
- Appropriately represent the Program and organization to the greater community including but not limited to colleagues in the practice area, elected officials, and the media.

Applicants must have the following qualifications:

- Relevant and demonstrated expertise in transactional legal practice with a minimum of five (5) years of legal practice after law school graduation
- Capacity to supervise a team of attorneys
- Excellent legal writing, transactional and advocacy skills
- Excellent interpersonal skills, particularly in the supervision and oversight of legal/advocacy staff

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**THOMAS McC. SOUTHER**, BOARD CHAIR  
**MARTIN S. NEEDELMAN, ESQ.**, EXECUTIVE DIRECTOR & CHIEF COUNSEL



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- Effective communication skills, including the ability to work with nonprofit organizations and small businesses of varying size, transactional expertise and focus
- Ability to work independently with strong motivation, to manage and supervise case loads and launch innovative legal and community advocacy efforts
- Demonstrated ability to effectively communicate with individuals from diverse backgrounds and local organizations
- Admission to the bar of the State of New York

Applicants possessing the following qualifications will be viewed favorably:

- Significant experience representing nonprofit CBOs, CDCs, small businesses and community coalitions
- Commitment to cultural competence demonstrated through present or past residence in our clients' communities
- Language proficiency relevant to our clients in the communities we serve, especially Spanish
- Demonstrated ability to effectively advocate on behalf of clients and Brooklyn A in a wide variety of legal, policy, and community settings

Brooklyn A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status. Excellent health and other benefits provided.

To apply, forward a cover letter with your resume to:

Human Resources Department  
Brooklyn Legal Services Corporation A  
E-mail: [BKAjobs@bka.org](mailto:BKAjobs@bka.org)  
Put 'CED Deputy Director' in the subject line

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