



JOB ANNOUNCEMENT

DIRECTOR, COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a 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 CED Program Director is responsible for the overall management and supervision of the CED Program, and will represent the CED Program to the broader Brooklyn A, its funders, its community partners, the media and the public. The CED Program Director works with program staff to coordinate and provide the Program's legal services, to ensure that our clients receive high quality legal representation. The CED Program Director, along with program staff, will continue to identify systemic priorities and to develop the CED Program's capacity to take direction from its clients and the communities we serve.

The work will include but not be limited to:

Overall Responsibilities

- Train, supervise and support the CED Program's staff
- Representing the organization and the CED Program at various meetings with funders, elected officials and government agencies
- Work with the ED and CFO/COO to ensure the CED Program has sufficient income to cover all expenses
- Work with staff to set direction of the CED Program

Management Responsibilities

- Represent CED Program at BKA management meetings and Board meetings
- Oversee and lead unit hires and staff evaluations
- Represent CED Program with funders and other stakeholders

Program Oversight

- Staff supervision
 - Monitor annual performance evaluations of staff
 - Regularly scheduled case review for all program staff directly supervised and other program management
 - Oversee intern, extern and fellow supervision
- Conduct monthly unit meetings
- Development and implementation of *pro bono* partnerships
 - Cultivation of attorneys from outside firms
 - Manage CED Program outreach to *pro bono* firms
 - Identify cases for *pro bono* services
 - Manage externship program

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Administration/Grant-Contract compliance/Development

- Provide information/assistance in submitting grant reports as necessary
- Cultivate donors
- Draft and coordinate preparation of CED Program narrative materials when requested by development staff (i.e., grant reporting and proposals, website content, annual impact report, social media and constant contact highlights)
- Working with development staff to plan and coordinate messaging, communications and outreach for CED Program
- Database management
 - Ensure data is entered in database accurately and timely
 - Conduct periodic checks to ensure that contract goals are on target to be met

Program Development

- Identify trends in community and gaps in program services
- Identify needs for program expansion and development, including staff training

Program PR activities

- Maintain relationships with similar legal services providers (in NYC and NYS), including:
 - Participate in and plan conferences and workshops
 - Conduct training and workshops as needed including attending planning meetings
 - Sit on relevant bar association and professional committees
- Testify at relevant hearings on issues impacting

Legal Services

- Manage new case acceptance
- Supervise staff attorneys, fellows, and externs
- Co-counsel on large CED transactions
- Serve as in-house counsel to long term CED clients
- With the Small Business Support Project Program Manager, coordinate and manage the Commercial Lease Assistance Program

Applicants must have the following qualifications:

- Relevant and demonstrated expertise in transactional legal practice with a minimum of eight (8) years of legal practice after law school graduation
- Significant supervisory experience
- Excellent legal writing, transactional and advocacy skills
- Excellent interpersonal skills, particularly in the supervision and oversight of legal/advocacy staff
- 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

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- 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
- Experience with speaking and writing about CED legal advocacy (i.e., speaking with stakeholders and allies, such as elected officials, networks, bar association committees, law students, and pro bono partners; published articles in law journals and trade related publications, project narrative writing for grant proposals and funding reports)

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
Put 'CED Director' in the subject line

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