



**POSITION ANNOUNCEMENT**  
**COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM DIRECTOR**  
**Brooklyn, NY**

**Organization Overview:**

Brooklyn Legal Services Corporation A (Brooklyn A or BKA) advances social and economic justice and community empowerment through innovative, collaborative, neighborhood-based legal representation and advocacy. We represent low- and moderate-income individuals and families throughout New York City. Our clients live in rapidly gentrifying neighborhoods where many residents and small business owners have been displaced or are facing displacement and harassment.

For over half a century, Brooklyn A has provided high-quality, low-barrier neighborhood-based legal services to individuals, families, nonprofit community-based organizations, community development corporations, coalitions, and small business owners interested in developing and sustaining vibrant, healthy communities. Brooklyn A has three core programs—Preserving Affordable Housing (PAH) Program, Consumer & Economic Advocacy (CEA) Program, and Community & Economic Development (CED) Program—each of which has unique initiatives and plays a vital community role to ensure basic needs are met and fundamental rights affirmed.

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) – and, more recently, small businesses as well. Our model has been that 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 and commercial leasing. Our typical nonprofit clients have created, developed, and operated new and rehabilitated affordable housing; provided high-quality health care services; provided support and educational services to youth from infancy through college, and generally worked for social and economic justice in local low-income communities. Our attorneys act as counselors, negotiators, tacticians, strategists, and troubleshooters. Currently, the CED Program is focusing its services on representing small businesses, however the Director will lead the planning for the re-launch of the nonprofit client portion of the practice and the continued expansion of the small business practice.

**The opportunity:**

Brooklyn A seeks a mission-driven director for its Community and Economic Development (CED) Program. The 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. They will work with, train, and supervise program staff in addition to providing legal services and to ensure that our clients receive high-quality legal representation. The Director, along with program staff, will continue to identify systemic priorities and to develop the CED Program's capacity to holistically and responsively address the needs of its clients and the communities we serve. They will supervise data collection and management, general reporting, and compliance of funding contracts and provide information/assistance to the development team as necessary.

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

LOI and Term-sheet Review; Oral and Unwritten Agreement; New Leases; Lease Renewals; Lease Reviews; Breaches of Contract; Landlord Harassment; Lease Amendments; Rent Abatement; Lease Assignments; Lease Sublets/Subleases; Lease Termination.

The transactional legal services we have provided to nonprofit clients include:

Real estate, including pre-development coordination and title and finance closings; drafting and negotiation of contracts (i.e., commercial leases, architect agreements, construction contracts, joint venture agreements); Negotiations with governmental authorities; Advice and counsel with regard to public and private financing; Corporate and tax advice; Employee relations; Corporate formation, including incorporation, obtaining tax-exempt status and organizational structuring.

**To be successful in this role, you must have:**

- Admission to the bar of the State of New York or eligible for admission;
- Minimum 8 years' experience representing nonprofit CBOs, CDCs, small businesses and community coalitions and/or working with clients in the nonprofit sector, low-income communities, community organizations, and/or coalitions;
- Significant supervisory experience leading a team and meeting deliverables;
- Excellent interpersonal skills and demonstrated ability to effectively communicate with individuals from diverse backgrounds and local organizations;
- Demonstrated ability to interact with client/tenants of different races, ethnicities, ages, and sexual orientations in a multicultural environment and a commitment to diversity, equity, and inclusion;
- Excellent legal writing, transactional, advocacy skills in English, bilingual Spanish preferred;
- Ability to work independently with strong motivation, to manage a high caseload, track case data, meet deadlines, and to be flexible;
- Experience managing case management systems to ensure accurate data collection and statistical tracking;
- Computer proficiency sufficient to independently review and generate legal writings; and
- Experience with speaking and writing about CED legal advocacy (i.e., communicating 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).

**How to apply:** If you are interested in this position, you must submit a compelling cover letter explaining why you would like to join our team and are the best candidate for the job; a resume, three (3) references, and a writing sample to [bkajobs@bka.org](mailto:bkajobs@bka.org); please put *CED Program Director* in the subject header. Please title attachments with your first and last name ("Jane\_Doe\_Resume andCoverLetter.pdf."). Only applications that include all requested documents are considered.

*Note: Due to the volume of applications we receive, we cannot give status updates. If you are invited for an interview, you will be contacted directly.*

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, gender, age, disability, sexual orientation, military status, predisposing genetic characteristics, a survivor of domestic violence status, or marital status.