

PART-TIME DIRECTOR JOB DESCRIPTION - Attorney Development Director

The Los Angeles Incubator Consortium Program is a new post-graduate program designed to assist graduates from Pepperdine School of Law, Southwestern Law School, and UCLA School of Law in the process of setting up and running their own law offices. The post-graduate attorney incubator program will have a dual goal of helping new lawyers learn how to run a successful solo firm practice while also serving low-income communities that often lack access to affordable legal representation. Incubator participants will pay rent and initiate law firm practices under the guidance of the program directors and attorney mentors. As currently envisioned, the program will have a Community Relations Director who will establish relationships with courts and community partners to ensure training in substantive areas to prepare participants to deliver pro bono legal services. The Attorney Development Director will help attorneys in the program navigate law practice management, business development, and providing quality legal services in a solo firm practice context. The Community Relations Director will work with the program for a six-month term; the Attorney Development Director will continue the community relations component for the remainder of the year. The part-time Attorney Development Director will work for a one-year term, with the potential to renew the position on an annual basis.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Help the new solos build and sustain their practices.
- Manage the program development, oversee collaborations, and work with the Community Relations Director and partner pro bono coordinators.
- Work with a diverse group of community members, including law schools, nonprofit legal service providers, judicial officers, elected officials, media, and low-to-moderate income clients to generate interest in and support for the program.
- Pro-active public speaking and writing about the program to enhance the public profile of the program through writing op-eds and letters to the editor, traditional and social media pieces, blogging, online commentary, and list-serv participation.
- Help identify funding sources for the new solos and for the incubator program including collaboration in writing grant proposals.

REQUIRED EDUCATION AND EXPERIENCE:

- California Bar membership.
- Minimum 6-8 years of legal practice experience.
- At least 3-5 years of experience supervising, managing, and evaluating legal work.
- Experience starting and managing a solo or small law firm.
- Interest in/sensitivity to working with underserved populations.
- Commitment to public service.
- Strong connections within the legal community of Los Angeles.
- Excellent public speaking and writing skills.
- Ability to work well with others and adapt to an evolving work environment.
- Prior teaching and mentoring experience is preferred.
- Fundraising experience is preferred.

Interested applicants should send a cover letter and resume to:

LAIncubatorConsortium@gmail.com no later than Monday, January 26th by 9:00am.