Job Vacancy Notice

Job Title: Interim Executive Director of Court Square Law Project
Job ID: 16088
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
Court Square Law Project (CSLP), a joint program of CUNY School of Law (Law School), the New York City Bar Association (City Bar), and 19 Founding Sponsor law firms, is a unique post-graduate learning and working experience for recently admitted attorneys. CSLP is beginning its fourth year of a 5-year pilot program established to design and test a mission-driven, commercial business model to provide a defined set of affordable legal services to persons who can afford to pay something, but not current market rates, for such services. CSLP began operations in February 2016.

CSLP Fellows (primarily new attorneys) participate in a two or three year training and practical program and receive modest stipends. Fellows are given a hands-on learning experience in general civil practice and receive mentorship and guidance from the Firm’s Supervising Attorney and Executive Director. Clients are charged on a sliding scale based on their income. The firm’s practice areas include family law, housing law, estate planning, adult guardianship, and small business formation/litigation.

In the coming year, the Executive Director will work closely with a researcher who has been engaged to study the project and report on the effectiveness, sustainability, and replicability of the project.

Reporting to the Dean of the Law School, the Executive Director provides overall direction of the project, including:

- Working with and reporting regularly to an Executive Committee comprised of representatives of the Law School, City Bar and Founding Sponsor law firms, as well as a broadly-based Advisory Committee, the Dean and other Law School administrators
- Working with CUNY Law Dean and the Executive Committee to refine program goals, objectives, risks, and roles and responsibilities - Managing the day to day operations of the entity - Overseeing staff, which will include hiring and supervising attorneys, administrative assistants, and additional staff including volunteers, and work-study students
- Collaborating with external organizations and community stakeholders to plan and execute program activities - Representing the program to external organizations - Building a caseload that will be carried out by Fellows, under the supervision of supervising attorney
- Working with research partners to collect data on outcomes, and analyze and report results while planning new and improved services - Overseeing operating budgets and performing financial analysis to support decision-making - Developing budget and service delivery models that move the Project towards sustainability - Assuming responsibility for design and implementation of the curriculum
- Creating referral networks of potential clients and designing and executing client marketing strategies, as well as coordinating with existing referral networks - Creating and executing recruitment strategies for Fellows - Developing the practice areas and establishing appropriate fee structures
- Overseeing financial management of the project - Overseeing the research component of the project with third party partners - Working with representatives of the Law School and the City Bar to manage media strategies and represent CSLP in the media

QUALIFICATIONS
This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years’ related experience. Additional qualifications are defined below:
- J.D. degree from an accredited school of law and admission to the practice of law in the State of New York

Preferred qualifications include: - Demonstrated commitment to public interest law, to low or pro bono practice, and to training new attorneys - Management experience, including experience developing and managing business plans and budgets; experience in small or large business setting is preferred - Experience developing and managing legal services programs or small community-based law firms - Experience in legal services or not-for-profit settings, including managing the office and staff and liaising with boards and significant stakeholders - Experience managing continuing education programs - Legal practice experience in one or more of the following areas: family law, small business representation, housing, immigration, consumer and small commercial cases

CUNY TITLE
Professional School Assistant Admin

COMPENSATION AND BENEFITS
Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, send a cover letter and resume with references to deansoffice@law.cuny.edu.

CLOSING DATE
Open until filled with review of resumes to begin immediately.

JOB SEARCH CATEGORY
CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.