

JOB DESCRIPTION: PRO BONO PARTNER

Sonnenschein Nath & Rosenthal LLP has long been committed to pro bono work. Our current program generates about 50,000 of extremely varied pro bono hours per year. All of our practice groups and offices are committed to pro bono activity. We are looking for a full time pro bono partner who will work on a national basis, inspiring our lawyers and managing our pro bono practice in order to bring it to an even higher level of service to our communities.

The Pro Bono Partner will work with the Firm's Pro Bono Committee to implement and improve the Firm's Pro Bono Program on a national basis. Specifically, the Pro Bono Partner's duties will include:

1. Seeking out, and assisting Committee members in seeking out, pro bono matters and developing relationships with pro bono organizations that will provide pro bono opportunities for our lawyers in all our offices. (This will include evaluating pro bono organizations and requests for pro bono services, arranging for in-Firm presentations by pro bono organizations, and disseminating information on pro bono opportunities.)
2. Determining individual lawyers', summer associates' and paralegals' interests in doing pro bono work and providing opportunities to them that match their interests to the extent possible.
3. Seeing that all pro bono matters are opened in accordance with Firm policy (including conflicts checks, issue conflicts, and that all matters meet the policy statement pro bono definition) and, with the assistance of the Committee, that all matters are appropriately staffed so that quality services are provided. (This will include helping, when needed, in staffing, with the assistance of the Pro Bono Committee and Practice Groups. It will also include assistance to the Committee in passing on credit for more than 100 hours.)
4. Ensuring that appropriate oversight and evaluation are conducted throughout the course of pro bono matters. Monitoring and evaluating actual and projected time and disbursements.
5. Working with our Marketing Department to develop a periodic (probably semi-annual) report on pro bono activity for both the internal Firm and external markets. Provide periodic web site postings regarding pro bono.
6. Periodically (probably at least semi-annually) visiting all of our major offices to review pro bono activity and to assist in developing additional pro bono opportunities.
7. Making recommendations to improve the program.
8. Coordinating and encouraging appropriate training (in-house and outside) for lawyers wishing to engage in pro bono activity where such training is necessary -- for example, death penalty cases. Seeing that proper library and other resources are available as necessary.

9. Assisting in developing one or more significant signature projects, hopefully on a multi-office basis.
10. Developing an inventory of existing pro bono work. (Possibly a computerized database.)
11. Developing Firm-wide policy on internships.
12. Attending annual Pro Bono Institute Conference.
13. The Pro Bono Partner's primary responsibility is managing our national pro bono practice. That will take nearly all of the Pro Bono Partner's time, at least initially. Once the management systems have been put in place and are functioning well, it should be possible for the Pro Bono Partner to spend a portion of his/her time actively supervising pro bono matters.
14. Reporting to the Pro Bono Committee, on an annual basis, the following information:
 - (a) A description of the pro bono services donated to the community during the past year, including a description of organizations served;
 - (b) The attorneys, summer associates and paralegals who performed pro bono services during the past year and the number of hours performed;
 - (c) A comparison of the amount of pro bono work performed by partners, associates, summer associates and paralegals, respectively, in the aggregate and on a per-person basis;
 - (d) The total number of hours of pro bono service performed by the Firm during the past year, and the monetary value of those services if billed at usual rates;
 - (e) The total amount of non-reimbursed disbursements on pro bono matters during the past year;
 - (f) A description of projects and tasks completed by the Pro Bono Committee in the past year to promote and encourage pro bono service, and a description of anticipated project tasks for the next year.
15. Making recommendations to the Chief Operating Officer regarding charitable contributions to pro bono organizations.