



California Lawyers for the Arts
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Legal Services Director (Berkeley Office)

Job Description: California Lawyers for the Arts (CLA) is a non-profit service organization started as Bay Area Lawyers for the Arts in 1974. The Legal Services Director will be responsible for managing CLA's statewide Lawyer Referral and Information Service, as well as the California Inventors Assistance Program, the Modest Means Incubator Program, and serve as a Staff Attorney for CLA's non-profit subsidiary corporation providing pro bono legal services. This position reports to the Executive Director.

Responsibilities: The Legal Services Director maintains quality standards and accurate records for all legal services programs in order to assure compliance with State Bar and other regulatory agencies. The ideal candidate will be self-directed, possess exceptional multi-tasking abilities and attention to detail, excellent written and verbal communication and management skills. This role includes recruiting attorneys and law firms for the Referral Panel; recruiting and supervising Law Fellows and legal interns; marketing and promoting CLA's various programs to legal communities throughout California, and participating in community activities, networking events and social media in order to strengthen CLA's presence and brand awareness. In addition, the Director will be engaged in collaborative fundraising efforts, including solicitation of law firm, foundation and corporate donations that support CLA's legal services, participate in other special projects and events as needed, and work some evenings and weekends.

Required Qualifications: J.D. Degree, active membership in the State Bar of California, with at least three years of legal practice experience, and a valid driver's license.

Desired Skills: The ideal candidate will have exceptional interpersonal, collaboration and networking skills; experience with computerized referral systems and databases; a strong commitment to quality improvement and excellent client service; and experience administering non-profit programs. Other desired attributes include the ability to think strategically and provide input responding to a broad range of internal and external tasks, including requests, inquiries and required reports.

Compensation: This is a full-time exempt position. Salary range is \$50,000 to \$60,000.

Applications will be reviewed as they are received. To be considered, please submit your resume, cover letter, and three references to admin@calawyersforthearts.org.

CLA actively seeks to represent the diversity of California in its staff and board of directors. CLA is an equal opportunity employer and makes employment decisions on the basis of merit. CLA prohibits unlawful discrimination based on race, color, creed, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, veteran status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is prohibited by CLA.