



Program Director

The California Bar Foundation is a 501(c)(3) nonprofit organization affiliated with the State Bar of California, dedicated to building a better justice system for all Californians. We champion full and equal access to the justice system, invest in the next generation of California lawyers, educate Californians about their rights and responsibilities under the law, and promote philanthropy throughout the legal community. Through the voluntary donations of California lawyers, law firms, and other supporters, the Foundation annually awards grants to California organizations conducting innovative law-related projects and scholarships to outstanding California law students.

The Foundation seeks an experienced and highly motivated Program Director to manage the planning, implementation, and evaluation of the Foundation's grant and scholarship programs. The ideal candidate is a highly organized, articulate, collegial individual who can effectively multitask, has experience as a legal services attorney, doing pro bono work as a private bar attorney, and/or in nonprofit program management, and is dedicated to the Foundation's mission. Because the Foundation staff is small, it is critical that the Program Director be flexible and willing to support all aspects of the Foundation's work, including those outside the program management function. This is a full-time position, based in San Francisco, and requires a small amount of travel (mainly within California). The Program Director reports to the Executive Director.

Responsibilities include:

- **Program Management:** Manage the planning, budget, implementation, and evaluation of the Foundation's programs
 - Scholarships Programs (Public Interest, Diversity, and Rosenthal Bar Exam Scholarships)
Drive the each program's strategy and direction, handle all aspects of the application and selection process, do outreach to law schools and solicit applications, organize and manage the annual Scholarship Reception (with the Development Director), create and implement alumni relations program with past scholarship recipients, support the Scholarships Committee
 - Annual Grants Program
Drive the program's strategy and direction, handle all aspects of the application and selection process, do outreach to potential applicants and solicit applications, monitor the use of grant funds by recipients, evaluate the effectiveness of the Foundation's grant-making, support the Grants Committee
 - Miscellaneous Grants and Other Programs
Manage the Foundation's Public Education partnership with the State Bar's Office of Media and Information Services, its partnership with the Constitutional Rights Foundation's Summer Law Institute, and other ad hoc grants
- **Program Development**
 - Monitor trends in legal services and related fields in order to seek out innovative programs consistent with the Foundation's mission and worthy of Foundation support
 - Manage the development of new programs or partnerships with other organizations to develop new programs consistent with the Foundation's mission
 - Manage the potential growth or expansion of existing programs in new directions
- **Fund Development**
 - Cy Pres Program

- Drive the Foundation's strategy and efforts to receive *cy pres* awards, coordinate and implement outreach to the plaintiff's bar, defense bar, and the judiciary, manage any program elements related to the use of *cy pres* funds
- Other Fundraising
Support fund development activities as needed (including the solicitation of gifts and donor relations)
 - **External Relations**
 - Develop and manage partnerships and collaborations (with the State Bar, nonprofits, courts, bar associations, law schools, high schools, etc.) related to all programs
 - Represent the Foundation at events and at associations of which the Foundation is a member
 - Provide substantial assistance in the development of marketing and communications materials
 - **Miscellaneous**
 - Support the Executive Director on matters related to programs and organizational development
 - Perform other miscellaneous duties as required

Qualifications include:

- Bachelor's degree required, JD a plus
- Minimum of three years of program management experience in philanthropic or nonprofit organizations or other relevant experience
- Knowledge of the legal system and experience working with legal service agencies and other nonprofit organizations, the courts, educational institutions, and other organizations related to the Foundation's mission; experience as a legal services attorney or pro bono experience as a private bar attorney a plus
- Passion for the Foundation's mission of building a better justice system for all Californians
- Superior organizational skills, attention to detail, and follow-through
- Ability to juggle multiple projects with multiple priorities and multiple deadlines
- Experience working with program selection committees
- Strong written and oral communication skills
- Strong interpersonal skills
- Demonstrated flexibility, initiative, resourcefulness, willingness to receive constructive feedback, and ability to exercise sound independent judgment
- Team player and collaborator
- Excellent Microsoft Office skills (Word, Excel, Outlook, Powerpoint); experience with databases a plus

The Foundation is an equal opportunity employer. People of diverse backgrounds are strongly encouraged to apply.

To Apply:

Interested applicants should send their resume and cover letter to:

California Bar Foundation
180 Howard Street
San Francisco, CA 94105
Fax: 415-856-0788
Email: info@calbarfoundation.org (include "Program Director" in the subject line)