

CONNECTICUT BAR ASSOCIATION (CBA)
JOB DESCRIPTION: Director of Access to Justice

Title: Director of Access to Justice

Department: Access to Justice

Reports to: Executive Director

Supervises: Legal Access Programs Coordinator

FLSA Classification: Full-time, Exempt; benefits-eligible, PTO, 401(k), and paid holidays provided

Position Summary

The Director is responsible for developing and coordinating the CBA's initiatives on improving access to the legal system for indigent and underserved individuals. The Director will work to support and develop new and existing training and engagement efforts to involve lawyers in pro bono and/or low-bono and community service work and will participate in systemic efforts to improve access to justice and related legislative and public policy advocacy.

Primary Responsibilities

ACCESS TO JUSTICE STRATEGY AND PROGRAMS OVERSIGHT

- Identify methods in which the private bar can provide better access to justice for indigent and underserved individuals.
- Engage membership in access to justice service opportunities.
- Support efforts of corporations, law firms, solo practitioners, sections, and committees to expand their pro bono service commitments through the CBA, including overseeing annual pro bono fair.
- Develop events and initiatives to recognize and appreciate pro bono volunteer efforts.
- Maintain active leadership and involvement with local, state, and national access to justice networks.
- Supervise and focus on the growth, development, and compliance of the CBA's standing pro bono programs and fee dispute programs, which currently include the following: Pro Bono Connect, Free Legal Advice Clinics, Bankruptcy Pro Bono Program, Lawyers in Libraries, Emeritus Pro Bono including Small Claims Volunteer Attorney Program, CT Free Legal Answers, Lawyer-Client Fee Dispute Resolution Program, and Lawyer-to-Lawyer Fee Dispute Resolution Program.
- Supervise the Legal Access Program Coordinator, including offering regular feedback, training, and project oversight as well as addressing any non-routine, new, substantive, or legal matters.
- Serve as the staff liaison to the following committees and their subcommittees: Pro Bono Committee, Legal Aid and Public Defense Committee, and Dispute Resolution Committee.
- Monitor access to justice legislation and research state and local access to justice trends.
- Coordinate access to justice initiatives with related CBA departments.
- Conduct outreach to other legal providers, bar associations and non-profits, including legal aid organizations, in the community.
- Assist with oversight and the planning and execution of CBA Community Service Events.

MENTORSHIP PROGRAM OVERSIGHT

- Provide oversight of the CBA Mentorship Program, coordinating law student and Young Lawyers Section pairings, program design, and engagement tracking.
- Support the mentoring taskforce/committee in the development of new initiatives to expand the program's reach.
- Serve as liaison to four local law schools, engaging students in CBA events and service.

ACCESS TO JUSTICE FUNDING AND GRANTS

- Identify grant opportunities aligned with access to justice initiatives.
- Collaborate with the Executive Director on grant writing and reporting.
- Coordinate data collection, success metrics, and staff input for funder communications.
- Track deadlines and maintain internal records of grant activity

LEGISLATIVE AND POLICY

- Serve as staff liaison to Legislative Policy and Review Committee.

- Attend governance meetings to participate in advancement of legislative and policy positions.
- Coordinate annual ABA Day lobbying efforts and event logistics.
- Maintain records of all approved legislative and policy positions.
- Coordinate and participate in annual legislative training.
- Oversee advancement of legislative and policy proposals through internal CBA processes; work with legislative lobbyist.
- Coordinate with lobbyists and the Executive Director to advance CBA-endorsed legislation.

Additional Responsibilities

- Attend and participate in external or in-house activities, meetings, etc. as assigned.
- Perform other duties as assigned.

Required Qualifications

- J.D. from an ABA-accredited law school.
- Experience in civil legal aid, public interest, or related legal fields.
- Demonstrated commitment to increasing access to justice for low-income individuals and communities.
- Excellent oral and written presentation skills.
- Strong computer skills, proficient in the use of Microsoft Office Suite, including SharePoint and various databases.
- Strong interpersonal skills with the ability to engage with and connect to diverse groups and individuals across the demographic spectrum.
- Demonstrated discretion in handling confidential information and sensitive materials, as well as good judgment in matters of CBA policy and procedures.
- Commitment to inclusive, equitable workplace culture.
- Ability to travel and work evenings and weekends to support programs and events as needed.

Preferred Qualifications

- Familiarity with challenges facing civil legal aid providers in Connecticut.
- Understanding of the structure of law firm and/or in-house counsel pro bono programs and preferences.
- Strong project management and people management skills.
- Strong strategic and creative thinking abilities.
- Strong judgment, decision-making capabilities, and problem-solving skills.

How to Apply

To apply, please send a **cover letter and résumé** to careers@ctbar.org. Applications will be reviewed on a rolling basis. The salary range is \$85,000 to \$100,000 commensurate with experience. This is a full-time, exempt position with a comprehensive benefits package including health insurance, paid time off, 401(k), and paid holidays.

About the Connecticut Bar Association

The Connecticut Bar Association, founded in 1875, is the preeminent organization for lawyers and the legal profession in Connecticut. With its 70+ sections and committees, the CBA produces over 300 programs each year, including the Connecticut Legal Conference. The CBA is a non-profit member service organization dedicated to advancing the legal profession and the principles of law and justice.