

Position Announcement

We are excited to announce a job opportunity for the position of **Pro Bono Strategy and Operations Manager** at Legal Aid of North Carolina.

Position Title: Pro Bono Strategy and Operations Manager

Employment Type: Full-Time, Exempt

Location: Raleigh, NC (Legal Aid of NC HQ)

Application Deadline: Rolling, apply by October 20, 2026 for priority consideration

About us: Legal Aid of North Carolina is a statewide, nonprofit law firm that provides free legal services in civil matters to low-income individuals and families. Our mission is to ensure equal access to justice and remove legal barriers to economic opportunities.

Legal Aid is an innovative, creative, and progressive civil legal services provider committed to building a justice system where all voices are valued, heard, and respected.

Who we are looking for: The **Pro Bono Strategy and Operations Manager** at Legal Aid of North Carolina is a visionary and relational leader responsible for managing and fostering pro bono partnerships across the state with individual attorneys, law firms, and law schools. Working closely with the Director of Pro Bono Programs, this role includes spearheading volunteer outreach efforts, overseeing compliance with legal and organizational standards, and supporting the successful execution of pro bono clinics statewide. The ideal candidate will have a passion for access to justice, be skilled in relationship building, and possess strong organizational and leadership abilities to enhance volunteer engagement and ensure impactful legal services for low-income communities.

Why this role matters: The work performed by the individual in this role will support Legal Aid attorneys and staff who devise strategies and pursue legal remedies to help clients obtain successful outcomes.

What you will do:

- **Cultivate and Strengthen Relationships:** Lead outreach efforts to establish and deepen partnerships with individual volunteer attorneys and law firms of all sizes, identifying new allies and opportunities for collaboration. Regularly engage with partners to create tailored pro bono opportunities that serve our client population and align with our mission.
- **Foster Law School Engagement:** Build and maintain strong relationships with law schools to create impactful pro bono opportunities for law students throughout the academic year. Lead efforts to integrate pro bono work into students' professional development and commitment to access to justice.
- **Innovate and Strategize Pro Bono Systems:** Develop and implement systems for managing pro bono data and compliance, ensuring alignment with LSC regulations and organizational policies. Build efficiency, accuracy, and continuous improvement in processes.
- **Drive Program Excellence:** Collaborate with the Director of Pro Bono Programs and other internal stakeholders to assess the evolving legal needs of North Carolina's low-income population and shape the Pro Bono Program's response. Emphasize long-term strategy, program sustainability, and a commitment to expanding access to justice.



What you will bring to Legal Aid of North Carolina:

- J.D. degree.
- 5+ years in legal services, pro bono management, or strategic leadership in legal field.
- A passion for serving low-income clients.
- A commitment to the mission and values of Legal Aid of North Carolina.
- Proven ability to build and strengthen strategic partnerships with the private bar, law schools, and other pro bono stakeholders to enhance volunteer engagement and program impact.
- Proficiency with technical tools and data management systems for tracking pro bono cases, ensuring compliance, and reporting outcomes.
- Ability to work independently and collaboratively within a dynamic, mission-driven team environment, demonstrating flexibility and leadership.
- Driver's license and transportation.
- No pending disciplinary proceedings in front of the North Carolina or any other state bar.
- Strongly preferred: Admission to practice law in the State of North Carolina.

What we offer:

- **Compensation:** Based on relevant work experience and established salary scale
- **Health Benefits:** Comprehensive medical, dental, and vision coverage for employees and eligible dependents
- **Retirement Plan:** 401(k) plan with a discretionary employer contribution
- **Work Environment:** Culture that promotes work-life balance, flexibility, and overall employee well-being
- **Paid Leave:** Generous paid time off and recognized holidays
- **Parental Leave:** Up to 12 weeks of paid parental leave for eligible employees
- **Insurance Coverage:** Employer-paid life, short-term and long-term disability coverage
- **Employee Assistance Program (EAP):** Confidential counseling and support services
- **Professional Development:** Ongoing learning and leadership development opportunities
- **Loan Repayment Assistance:** Support for eligible attorneys repaying qualifying student loans

How to apply:

Legal Aid of North Carolina believes all our professionals bring unique approaches and ideas to solving problems and advancing our mission.

If this is the work environment you would like to join, we invite you to apply for this wonderful opportunity. Please submit a cover letter and resume with the subject line "**Pro Bono Strategy and Operations Manager**" and the posting number: 202610-477 to: jobs@legalaidnc.org.

Professional reference checks and a pre-employment background check will be conducted as a condition of employment.

Equal Opportunity Employer: Legal Aid of North Carolina is an equal opportunity employer. We welcome all qualified applicants and make employment decisions based on experience, qualifications, and organizational needs.