



**Pro Bono Partnership of Ohio
Dayton Counsel Position**

Powered by attorney volunteers, Pro Bono Partnership of Ohio (PBPO) strengthens our community by providing free business legal services and education to nonprofits. More information about PBPO can be found at www.pbpoohio.org.

PBPO is seeking a full-time attorney to serve as our sole Dayton-based employee in the position of Dayton Counsel. This job may be performed either from home or out of our downtown Dayton office in Bricker & Eckler.

This position offers a unique opportunity to serve as a resource to PBPO's nonprofit clients and attorney volunteers, including issue-spotting and case management.

This individual will work under the supervision of PBPO's Executive Director and Director of Education.

Other responsibilities include but are not limited to:

- Supporting attorney volunteers and participating in their initial call with a nonprofit client and working within PBPO's database to manage legal projects and ensure a quality experience for volunteers and clients;
- Expanding our volunteer base by recruiting attorneys from in-house and private law firms in the Dayton area and increasing volunteer engagement;
- Providing legal counsel to nonprofit clients, including on contracts and corporate issues;
- Creating model documents and legal alerts on topics relevant to the nonprofit sector;
- Designing and teaching workshops and coordinating webinars on legal issues for clients and attorneys; and
- Working closely and collaborating with other members of PBPO's team.

Candidate Requirements:

- A minimum of 5 years legal experience with preference given to candidates with corporate law firm experience;
- Comfort with technology and the ability to quickly learn our CRM database (Salesforce);
- The ability to work independently, follow through effectively on projects, and maintain accuracy under pressure;
- Enthusiasm and the capability to promote pro bono work by the corporate and private bar in the Dayton area;
- Excellent verbal and written communication skills; and
- The successful candidate must also be a member of the Ohio bar.

Salary range in the low-mid \$60s DOE. Benefits include PTO and 401(k) plan.

Interested applicants should submit a cover letter and resume in confidence to info@pbpoohio.org.

Pro Bono Partnership of Ohio is an equal opportunity employer.