

## Law Firm Antiracism Alliance (LFAA) Operations Manager Job Description

LFAA recognizes and embraces the role law firms, particularly when acting collectively, can play in advancing systemic change and racial equity in the law. LFAA's goal is to deploy law firm pro bono resources to advance racial equity. Although LFAA does not practice law, it leverages the resources of the private bar, in partnership with public interest organizations, to amplify the voices of communities and individuals oppressed by racism, use the law as a vehicle for positive change for Black people and all communities of color, and promote racial equity in the law. LFAA advances this mission primarily by educating lawyers and facilitating pro bono work. The organization is uniquely positioned as a nonprofit that supports the interconnection of law firms with the public interest community focused on dismantling systemic racism in the law.

LFAA seeks to hire an Operations Manager who is committed and able to support this mission as outlined below.

### Responsibilities

The LFAA Operations Manager supports the day-to-day operations of the organization. This position reports directly to the LFAA co-presidents and works collaboratively with the LFAA Board of Directors, volunteer attorneys, and legal services partners.

The foundation of LFAA's work is its community that shares a common focus of advancing racial equity in the law. LFAA's work has three pillars that are built on that foundation. The Operations Manager will help foster the LFAA community, which includes the 1000+ members of the LFAA Working Groups (WGs), and will help execute the following three pillars:

1. **Convenings & Trainings.** Convene and educate members of our Alliance Firms to increase their capacity for antiracism work, as well as convene other stakeholders to increase capacity for antiracism work, more generally.
2. **Pro Bono.** Collaborate with legal services organizations (LSOs)<sup>1</sup> to develop and facilitate discrete and large-scale pro bono projects.
3. **Research & Resource Development.** Research and analyze systemic racism in the law and provide related work product in the LFAA's Library, which is LFAA's research and report repository.

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<sup>1</sup> References to LSOs are inclusive of public interest organizations, community-based organizations, and racial equity advocates.

### **Convenings and Trainings**

- Manages the end-to-end execution of organizational programming, including ad hoc events and annual events, including the national LFAA Summit, Summer Associate Introduction, New Associate Welcome, and Pro Bono Counsel Engagement.
- Assists WGs and Taskforces with the development and execution of their programming.

### **Pro Bono**

- Leads outreach and relationship management with LSOs, serving as the primary point of contact, identifying project opportunities aligned with racial equity goals, and coordinating with WGs to place and develop new pro bono projects.
- Drives strategic improvements and insights, including collaborating with WGs and co-presidents on pro bono placement strategies and assessing ways to continue to improve the LSO experience with the LFAA community.

### **Research & Resource Development**

- Liaises with WGs by coordinating with committee leadership and maintaining key tools (e.g., Action Tracker and Library).
- Develops and implements tracking systems and performance metrics to monitor project activity and evaluate the effectiveness of matter placement processes.

### **Additional Responsibilities**

- Provides high-level administrative and operational support to co-presidents and the Board, including preparing for Board and stakeholder meetings, supporting committees and taskforces, and assisting with engagement letter review, policies, and procedures.
- Supports financial and organizational operations by assisting with budgeting, vendor coordination, due diligence for new alliance firms, and managing external partnership inquiries.
- Contributes to strategy and outreach by coordinating training platforms, developing reports and marketing materials, and representing the organization at events and conferences.
- Manages communications and systems, including email updates, social media, internal website administration, and maintaining organizational databases, rosters, and governance documents.

### **Candidate Attributes and Required Skills**

This is both a “build” and “run” position across people, processes and technology. The ideal candidate will have the gravitas and experience to build relationships with LSOs, Alliance Firms and LFAA leadership. The role will also require the design, enhancement, and implementation of new and existing processes (e.g., enhanced intake, placement, monitoring and

communication processes), and technology (e.g., communication enhancements, defining and building new technology enablers to place and track matters).

Required skills include:

- Demonstrated commitment to racial equity work.
- JD preferred. Bachelor's degree required.
- Minimum of 3-5 years of related practice support experience in a law firm or legal services organization preferred.
- Proficiency with Microsoft Office applications (Word, Excel, PowerPoint) required and ability to learn new software and operating systems.
- Strong organizational skills and attention to detail.
- Demonstrates effective interpersonal and communication skills, both orally and in writing; highly responsive.
- Maintains composure, positive outlook and professionalism.
- Ability to handle sensitive matters and maintain confidentiality.
- Works well independently as well as effectively within a team.
- Comfortable working remotely without a designated office space.
- Flexible adjusting working hours necessary to meet operating needs.
- Ability to simultaneously manage multiple demanding tasks under pressure; meets deadlines and is a self-starter who takes initiative.

### **Reporting Alignment**

The LFAA Operations Manager will support and take direction from LFAA's Co-Presidents. The Operations Manager will work with the Board and existing Projects and LSO Committees and have the opportunity to influence the existing structure while building out the agenda. With more than 1,000 members representing about 300 law firms, there are ample volunteers for support, but dedicated operational support is also a priority.

The role will be remote, and the location of the role anywhere in the U.S. will be considered.

### **Hours Requirement**

This is a full-time, exempt position.

### **Compensation**

Anticipated salary range for full-time employment is \$100,000 - \$120,000, and the final offer will depend on experience.

### **WHAT LFAA OFFERS:**

- Opportunities for professional development and growth.
- A collaborative and inclusive work culture.
- Health insurance reimbursement.

- Technology allowance to support job functions.
- PTO and paid federal holidays.

The Law Firm Antiracism Alliance is committed to inclusive hiring and dedicated to equity in its work and workplace culture. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**To Apply**

To apply, please send a resume and statement of interest to [lfaa@lawfirmantiracismalliance.org](mailto:lfaa@lawfirmantiracismalliance.org).