

JOB DESCRIPTION: DIRECTOR OF LEGAL PROGRAMS

Job Title: Director of Legal Programs

Classification: Full Time Exempt

Location: Hybrid - Detroit, MI

Reports to: Co-CEO

Date Posted: May 20, 2025

About Michigan Community Resources:

Michigan Community Resources (MCR) is a statewide nonprofit organization that seeks to build strong communities through strong organizations, strong leaders, and a strong nonprofit network. Since 1998, we have equipped nonprofit organizations serving income-diverse communities with the tools, resources, training, and consulting they need to do their best work.

Joining the MCR Team:

We are lawyers, community organizers, artists, writers, activists, advocates, people connectors, and more who share a fierce passion for Detroit and Michigan. We bring experience from across the globe to serve our clients. We value a positive internal team culture that is supportive and encouraging. We promote a healthy work life balance that supports our team members in centering life outside of work. We welcome energetic and innovative thought leaders to apply.

MCR's Legal Programs:

MCR has been providing legal services to nonprofits in Michigan for over 25 years. Through this work, MCR fosters movements to build power in communities impacted by systemic marginalization. Nonprofits, especially small, grassroots organizations, are often unable to access crucial legal support due to prohibitive costs. MCR works to close this gap by providing a range of transactional legal services, including a pro bono referral system in partnership with the private bar, legal clinics, workshops, educational publications, and more.

Purpose of the Role:

The Director of Legal Programs is responsible for overseeing all MCR legal programs in accordance with MCR's mission and strategic goals. A successful Director of Legal Programs is a big picture thinker that knows how to get out of the weeds of day-to-day project management to see broader trends and opportunities for impact. They thrive in building relationships with a wide range of stakeholders from grassroots community leaders to fellow attorneys and excel at building excitement around a shared vision. The Director of Legal Programs prefers a collaborative environment working on multiple projects and enjoys leading a team. They are comfortable working in a hybrid environment with both remote work and periodic in-person activities and meetings, mostly in Detroit, Michigan. The ideal candidate shares MCR's values of community rootedness, trust, equity, strength, and service. Crucially, they are passionate about the importance and impact of the nonprofit sector in Michigan.

Specific Responsibilities Include:

Program Oversight, Visioning, and Strategy

- Lead the strategic direction of MCR's legal programs in a way that is responsive to shifting needs in the nonprofit sector
- Develop and lead a team of MCR staff, contractors, attorneys, law students, and pro bono partners to effectively implement MCR's legal programs
- Establish MCR as the go-to thought leader in addressing the legal needs of nonprofits in Michigan
- Lead program evaluation efforts in partnership with MCR leadership and other team members
- Work with MCR leadership to develop a sustainable funding model for MCR's legal programs

Network Cultivation and Volunteer Recruitment

- Build and maintain relationships with a robust network of legal partners including law firms, corporations, legal aid organizations, bar sections, bar associations, universities, and more
- Cultivate relationships with other nonprofit support organizations and funding partners to ensure MCR's legal programs are well-known, respected, and responsive to the needs of our nonprofit support partners
- Develop and implement a strategy to recruit a robust network of attorney volunteers
- Represent the organization through speaking engagements and presentations at conferences, law schools, trainings, and other public forums
- Lead volunteer retention and recognition efforts

Legal Guidance

- Advise team on all legal aspects of the program to ensure the accuracy and quality of all legal guidance as well as adherence to the rules of professional conduct as required
- Provide professional and personable services to nonprofits and grassroots organizations that promote MCR's mission, vision, and values
- Work closely with MCR staff to manage communication with volunteer attorneys
- Maintain an up-to-date understanding of emerging legal opinions, policy changes, and legislation impacting Michigan nonprofits

Skills Requirements:

- Enthusiasm for MCR's mission to serve clients, including nonprofits and income-diverse communities
- JD from an ABA accredited law school
- Member of the Michigan State Bar
- Exceptional interpersonal skills with diverse populations, including a strong desire to network and build relationships with a multitude of stakeholders
- Strong analytical and problem-solving skills
- Strong team management skills with a demonstrated ability to develop and motivate team members to coalesce around a shared program vision

Preferred Experience:

- 5+ years of similar work experience, especially transactional or nonprofit law
- Pre-existing network with Michigan law firms, bar associations, etc.
- Experience with software tools for managing client interactions and maintaining client records, like Airtable, HubSpot, and SharePoint

- Ability to work flexible hours, including limited evenings and/or weekends
- Ability to work a hybrid schedule, with in-person days and events typically located in Detroit, MI

Salary & Benefits

Salary Range: Starting at \$90,000 and may be adjusted according to qualifications and experience

We are extraordinarily proud of the benefits package that we offer our employees. PTO includes generous vacation and sick leave, company holidays, and regular Mental Health Fridays. We have competitive health, dental, and vision benefits, and an employer-sponsored 403(b) retirement plan.

Equal Opportunity Employer:

Michigan Community Resources is an equal opportunity employer.

How to Apply:

Interested persons can apply [here](#):

<https://michigan-community-resources.breezy.hr/p/82c2127b000d-director-of-legal-programs>