

# PROBONO®

P A R T N E R S H I P



Volunteer Lawyers Strengthening  
Nonprofits & Our Communities

Executive Director  
Pro Bono Partnership  
White Plains, New York

## THE SEARCH

As Pro Bono Partnership (the Partnership) approaches its 30th anniversary in 2027, the organization seeks an inspiring, ambitious leader to serve as its next Executive Director (ED). The ED will contribute strong managerial and communication skills, keen financial acumen, and an entrepreneurial orientation. Reporting to the Board of Directors, the ED will serve as the Partnership's chief strategist, senior-most manager, and fundraiser; focus on expanding its volunteer and donor base; and sustain the Partnership as a vital legal services provider to nonprofit organizations in New York, Connecticut, and New Jersey. The ED will manage a budget of approximately \$3.1 million and a staff of 21 and serve as a key architect of strategic planning to further the Partnership's mission, vision, and financial health.

Pro Bono Partnership provides business and transactional legal assistance to nonprofit organizations that serve disadvantaged individuals or enhance the quality of life in communities across New York, New Jersey, and Connecticut. This crucial and highly skilled legal work is performed by the Partnership's nine full-time staff attorneys and an impressive network of volunteer attorneys, who generally are in-house or work in law firms. Building on the Partnership's reputation as a leader in pro bono services, the Executive Director will provide visionary leadership to ensure that the Partnership has a long-range, forward-thinking strategy to achieve its mission and remain fiscally sound.

The Partnership has retained Isaacson, Miller, a national executive search firm, to assist in the identification and selection of this new leader. All inquiries, applications, and nominations for this opportunity should be directed to the search firm as indicated at the end of this document.

## ABOUT PRO BONO PARTNERSHIP

By providing essential pro bono legal services, Pro Bono Partnership helps nonprofits build capacity and reduce risk. The Partnership is a critical resource for nonprofits and an experienced leader in supporting the delivery of pro bono services with significant impact on the well-being of the tristate-area communities. In addition to relying on its in-house legal staff, the Partnership recruits and mobilizes approximately 1,800 volunteer attorneys from law firms and major corporations to donate their time and expertise on behalf of nonprofit clients. The Partnership is highly successful in placing matters with legal experts able to assist. Since its founding in 1997, the Pro Bono Partnership has recruited nearly 7,000 volunteer attorneys to assist more than 4,000 nonprofit organizations in the three states with tens of thousands of legal matters, enabling them to more effectively serve those in need. Pro Bono Partnership staff and volunteer attorneys also share their expertise in nonprofit law through the Partnership's [Learning Center](#), which offers workshops, live and on-demand webinars, articles, and legal alerts.

The Partnership operates three programs in White Plains, NY; Parsippany, NJ; and Hartford, CT. With most staff following a hybrid schedule, much of the Partnership's work is done remotely. Currently, staff affiliated with the New Jersey and New York offices are typically in the office two days each week. The Connecticut office operates fully remote. Each program has its own program director who directs the legal programming for the office and some administrative staff. Most administrative functions are centralized across the three programs, such as program tracking, volunteer outreach and placement, and fundraising.

The Partnership has a 20-member Board of Directors with fiduciary duties. In 2025, Pro Bono Partnership's annual operating budget was approximately \$3.1 million. Its income for 2025 was nearly \$3.3 million. The Partnership received more than \$3 million in donations in 2025. Approximately 39% of these donations came from law firms, 27% from corporations, 14.5% from national and regional private or community foundations, 9% from state government sources, and the remaining from individuals and other organizations. The majority of support comes to the Partnership through its annual gala. In 2025, the Partnership raised almost \$2 million through the gala.

## ROLE OF THE EXECUTIVE DIRECTOR

Reporting to a 20-member Board of Directors, the Executive Director provides strategic and operational leadership for Pro Bono Partnership. In collaboration with the Board of Directors, the Executive Director is responsible for developing a strategic vision to ensure a robust, sustainable future for the Partnership. The ED also maintains responsibility for the day-to-day management of the organization, its legal

programs, financial oversight, and fundraising. The Executive Director works with staff and the Board of Directors to prepare Pro Bono Partnership's budgets; oversees the investments, accounts, and cash flow; ensures timely submission of all federal and state filings; and makes financial and operational decisions based on plans and policies developed in partnership with the Board. The ED is responsible for ensuring that the Partnership remains in compliance with federal, state, and local regulations.

The Executive Director has seven direct reports, including the Director of Finance and Administration, the Director of Development, the Director of Marketing and Communications, the Pro Bono Manager, and the three Program Directors – for the New Jersey program, the Connecticut Program, and the New York and Fairfield County Program, respectively. The Partnership employs nine staff attorneys – three in New Jersey, two in Connecticut, and four in New York and Fairfield County – and an additional five employees in development and operations roles. The Executive Director will serve as the primary external ambassador for the Partnership, representing the organization to the broader legal and nonprofit community, and inspiring financial and volunteer support for the Partnership's mission.

## KEY OPPORTUNITIES AND CHALLENGES FOR THE EXECUTIVE DIRECTOR

The next Executive Director will be empowered and expected to:

### **Strengthen and expand Pro Bono Partnership's donor base to secure its long-term sustainability**

The Executive Director will be responsible for ensuring that the Partnership attracts the resources required to provide the high-quality legal services for which it is known. In collaboration with the Partnership's skilled development team, the Executive Director will inspire and steward current corporate and individual donors, foundations, and state government funders by maintaining authentic relationships and compellingly communicating the Partnership's impact. Some of these supporters set specific goals – such as serving specific markets or geographic areas – that the ED and development team ensure are achieved. The ED will also identify and cultivate new funding sources, with a particular emphasis on expanding foundation grants and individual donors, as well as corporate and law firm giving. The ED will solicit signature sponsors for the Partnership's annual gala, the Partnership's most significant source of revenue, in close partnership with the Board of Directors and the development team. The ED will also expand giving beyond the annual gala.

### **Enhance Pro Bono Partnership's brand and leverage partnerships to broaden the Partnership's impact**

The Executive Director will lead the organization in effectively conveying the Partnership's value proposition and in developing a robust case for support. The ED will inspire enthusiasm and passion for the Partnership's mission, thereby attracting others to its work. The ED will maintain a working knowledge of developments and trends affecting nonprofits and tax-exempt organizations to ensure that the Partnership is meeting the changing needs of the organizations it serves. As nonprofits face increased financial hurdles and organizational pressures, the Partnership's work is more essential than ever. Pro Bono Partnership does not struggle to place legal matters with attorneys. However, as the

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Partnership's chief ambassador, the Executive Director will deepen and broaden the network of law firms and corporate in-house legal departments from which to recruit volunteer attorneys. In collaboration with the Partnership's marketing team, the Executive Director will need to develop and implement a sustainable marketing campaign to increase the Partnership's visibility within the tri-state legal, non-profit, and philanthropic communities. Through galvanizing messaging, the organization will foster broad support and a vibrant and visible public presence.

### **Develop, lead, retain, and inspire a cohesive team of highly skilled, mission-driven staff in a hybrid environment across three offices**

The ED will recruit, nurture, and retain a talented, highly motivated, and diverse team – both administrative and legal – empowering them to grow professionally as they advance organizational priorities. The Partnership follows a hybrid schedule that varies by office. Most staff in the New Jersey and White Plains offices come into the office two days each week. The Connecticut program operates fully remote. The Executive Director will set the tone in fostering an inclusive, collaborative, and inspiring organizational culture across the three programs and hybrid environment. It will be important for the ED to prioritize consistency across the three programs to the extent possible, ensuring that basic functions operate similarly. To effectively manage and motivate Pro Bono Partnership's dedicated staff, the ED will implement and maintain appropriate human resource policies and procedures, including training, professional development, succession planning, and performance reviews. By promoting a culture of respect and empowerment, the ED will ensure that staff continue to feel they are contributing to the organization's broader mission and impact.

### **Leverage the talent and commitment of the Board of Directors in advancing Pro Bono Partnership's mission by engaging members in the work and vision of the organization**

Pro Bono Partnership is supported by an active Board of Directors – both newer and longer-standing members – all of whom share a deep commitment to the Partnership's mission. As the primary strategist, spokesperson, and fundraiser guiding the Partnership in its next chapter, the Executive Director will work closely with the Board to set and advance strategic priorities and ensure strong governance and organizational alignment. The ED will collaborate closely with the Board's nominating and other committees, the Board Chair, and the Board at large to recruit, acclimate, and retain an engaged and diverse Board of Directors. The ED will also promote and support the Board's engagement in critical thinking, strategic planning, resource and financial development, membership development, and overall organizational wellness.

## **QUALIFICATIONS AND CHARACTERISTICS**

While no single candidate is likely to possess all of the ideal qualifications, Pro Bono Partnership seeks candidates with the following experience, abilities, and characteristics:

- A law degree is preferred but not required.
- Nonprofit leadership experience is strongly preferred. Demonstrated understanding of nonprofits and experience working with volunteers.
- Proven management experience, developed through several years in senior leadership roles, including the management of highly skilled staff and strategic planning. Experience building a strong, collaborative, and inclusive organizational culture.
- Fundraising experience, including knowledge of and success in cultivating corporate and foundation grants, event sponsors, and individual donors.
- Demonstrated ability to quickly build and nurture partnerships, including with law firms and nonprofit organizations.
- A background in tax-exempt law or in managing a pro bono program is preferred.
- A willingness to learn law firm and in-house corporate counsel policies and procedures for pro bono work.
- Demonstrated financial management experience and the ability to interpret financial reports.
- Experience working with and developing an effective Board of Directors.
- Excellent communication and presentation skills, both written and oral.
- Strong interpersonal skills that include the ability to inspire, motivate, and effectively manage conflict.
- Cultural competence.
- High energy, an entrepreneurial spirit, and vision.
- Ability to learn and use new technologies.

## COMPENSATION

The anticipated salary range for this position is \$190,000-220,000 annually. Pro Bono Partnership provides this salary as a good-faith estimate of the starting pay range, considering factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, and education. In addition to the salary, the Partnership offers paid time off, a 403b plan, as well as health, dental, and additional voluntary benefits.

## APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. To allow for full and deep consideration, candidates should apply by July 1, 2026. Confidential inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website: <https://www.imsearch.com/open-searches/pro-bono-partnership/executive-director>

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*Pro Bono Partnership is an equal opportunity employer and does not discriminate based on protected characteristics as required under applicable law.*

*This document has been prepared based on the information provided by Pro Bono Partnership. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by Pro Bono Partnership would supersede any conflicting information in this document.*