

**Job Announcement**  
**Managing Attorney, Foreclosure Prevention**

The Brooklyn Bar Association Volunteer Lawyers Project (VLP) has an exciting opportunity for an experienced attorney to serve as its managing attorney, foreclosure prevention. The managing attorney will oversee all aspects of VLP's foreclosure prevention work which delivers critical advice and representation to hundreds of Brooklyn homeowners facing foreclosure every year. The managing attorney will have the unique opportunity to shape VLP's work and leadership in an evolving practice area as the foreclosure crisis continues, requiring innovative and coordinated responses. Significant experience representing litigants in foreclosure matters is required. Strong supervisory and management experience is required. Experience with low-income clients, and familiarity with public benefits, bankruptcy, consumer debt, family law, and housing law is preferred but not required. Fluency in another language besides English is helpful, but not required. Experience in grant reporting and program analysis is beneficial but not required. We value strong organizational, interpersonal, communication, writing and computer skills.

**Responsibilities:**

- Manage all aspects of the VLP's foreclosure program, including the supervision of two staff attorneys and one legal assistant in all aspects of their work
- Recruit volunteer attorneys to provide pro bono representation to VLP clients by conducting CLE trainings and presentations on foreclosure law
- Mentor and support volunteer attorneys, law students, and staff handling complex foreclosure cases
- Maintain a caseload of foreclosure matters in all phases of litigation, including settlement conferences, motion practice, and trials
- Conduct intake and provide advice and brief services to Brooklyn residents who are proceeding pro se in foreclosure matters
- Oversee foreclosure clinics in Supreme Court, including staffing, recruitment and supervision of volunteers and law students
- Serve on committees, task forces and panels relating to policy issues and reform efforts
- Prepare grant reports and proposals
- Conduct and organize community outreach and "know your rights" presentations
- Provide financial counseling to foreclosure clients and oversee staff providing financial counseling
- Ensure milestones and programmatic goals are met
- Participate in strategic planning, program assessment, special projects and initiatives, and other organizational work as needed

**Qualifications:**

- Admission to NYS Bar and at least 3-5 years of experience litigating foreclosure cases in New York State
- Passion for social justice and pro bono
- Exceptional attention to detail
- Strong negotiation and litigation skills
- Strong supervisory, problem-solving, interpersonal, and oral and written communication skills
- Flexibility, creativity, and a sense of humor
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Outgoing and professional demeanor for interacting with a wide range of individuals from different cultures and backgrounds

- Experience with transactional real estate and litigation, and with Chapter 7 and/or Chapter 13 bankruptcy filings is preferred

**Salary:**

Competitive and commensurate with experience. Benefits include medical, dental, vision, life and long-term disability insurance, 401K plan with employer match, flexible spending accounts, pre-tax transit program, and liberal vacation policy.

**About Us:**

Since 1990, the Brooklyn Bar Association Volunteer Lawyers Project (VLP), a 501(c)(3) non-profit organization, has been committed to the premise that no New Yorker should be denied access to justice because of poverty, and that the private bar can provide a powerful force to ensure equal access through its pro bono efforts. Learn more about the VLP by visiting our website: [www.Brooklynvlp.org](http://www.Brooklynvlp.org).

**Application:**

Email resume and cover letter to [Jobs@Brooklynvlp.org](mailto:Jobs@Brooklynvlp.org). Only qualified applicants will be contacted for an interview. No phone calls, please.

*The VLP is an equal opportunity employer.*