

brownrudnick

Job Title:	Brown Rudnick Center for the Public Interest Coordinator
Department:	Center for the Public Interest
Location:	Boston
Reports To:	Center Executive Director, Al Wallis
Status:	Non-Exempt

The international law firm of Brown Rudnick LLP in 2001 launched, within the Firm, the Brown Rudnick Center for the Public Interest (“CPI”) to direct all of the Firm’s philanthropic and public interest endeavors. This includes the Firm’s pro bono legal representation, its charitable giving (including managing the non-profit Brown Rudnick Charitable Foundation Corp.), and related community service and engagement.

The Coordinator will be the key liaison to and for the CPI Executive Director, who is resident in the Boston office. S/he will be a “self-starter”, playing a leading role in project management, budgetary development and oversight, program development, marketing initiatives, organizational coordination and strategic planning as well as providing administrative support. As an internal and external “ambassador” for the CPI, s/he must be outgoing and personable, be comfortable taking initiative and have a good sense of humor.

Responsibilities

A. PROJECT MANAGEMENT

- **Generally** - Establish CPI project plans and manage prioritizing & scheduling deliverables for multiple projects.
 - Develop strategy & timeline for successful implementation of projects.
 - Provide regular progress updates to Executive Director regarding projects.
 - Research and develop reports for special projects.
 - Monitor Firm or external projects and advise on initiatives that impact CPI.
- **Communications projects**
 - Newsletter - Assist with development & distribution of the CPI quarterly newsletter.
 - Website and Social Media- Assist with content and updating of the CPI website.
 - Events & Briefings - Assist in planning & conducting events, briefings & presentations.
 - Marketing materials - Assist marketing department on behalf of CPI and Public Relations Consultant, providing guidance, contribution & assistance with CPI public relations, marketing materials & external reports.
- **Philanthropic projects**
 - Charitable giving - Assist in managing Professional Legal Related Giving.
 - Grant management - Liaison & administrator for Brown Rudnick Charitable Foundation grants and grant process.
 - Volunteerism - Liaison & administrator for CPI community service projects.

brownrudnick

- **Associate program projects**

- Coordinate - Work with Firm's Professional Development Department to coordinate CPI summer associate activities & to coordinate CPI new associate activities.

B. AMBASSADOR FOR THE CPI

- Face - A key "face & voice" of the CPI, setting the tone and establishing the image and sense of mission internally and externally.
- Relationships - Initiate, develops, and fosters business relationships with outside agencies and resources that are required for the execution of projects.
- Hosting events - Leads various sponsorship/special events/on-site conference hosting. This includes occasional travel to events in locations where the Firm has offices.
- Meetings - Attends various conferences/meetings as a representative of CPI.
- Liaison - and follow up with key internal and external groups (such as the Brown Rudnick Charitable Foundation, the Firm Pro Bono Committee, the Association of Pro Bono Counsel, Foundation Grantees and Applicants).

C. BUDGETING

- Develop, administer & monitor CPI operating budget in conjunction with Firm Accounting Department.
- Obtain regular budget status reports for CPI; monitor expenditures, reconcile data, and identify discrepancies.

D. MANAGE DAY-TO-DAY ADMINISTRATIVE OPERATIONS

- Coordinate CPI and Executive Director calendars.
- Act as a key liaison and gatekeeper for Executive Director.
- Plan, organize and participate in community services activities and corporate events.
- Draft, type, proof general and confidential correspondence and documents.
- Coordinate responses to requests for information.
- Maintains all files and records.
- Processes check requests & expense reimbursements as needed.
- Complete time-entry for CPI Executive Director.
- Recommend strategies for constant improvement of CPI.

Qualifications

- Bachelor's Degree required.
- At least 3 years of relevant employment experience.
- Demonstrated experience in nonprofit organizations, inner-city educational improvement, or access to justice are desirable.
- Must be proficient in Word, Excel, PowerPoint and Outlook.

Brown Rudnick is an Equal Opportunity Employer