



Deputy Director of Programs (Choice of Office)

Position Summary

LawNY seeks a dedicated, strategic, and collaborative Director of Programs to oversee program compliance, supervise managing attorneys across multiple offices, lead special projects, and support the implementation of organizational policies. This senior-level role ensures the delivery of high-quality legal services, promotes consistency and innovation across all offices, and plays a critical role in maintaining the integrity and sustainability of our programs.

Organization Information:

Legal Assistance of Western New York, Inc. (LawNY®) is a not-for-profit law firm that provides free civil legal services to low-income clients in a 14 county area of Western New York, the Finger Lakes, and the Southern Tier. LawNY® has seven fully staffed field offices in Bath, Elmira, Geneva, Ithaca, Jamestown, Olean and Rochester, satellite offices in Lakeville and Lyons, and a business office in Rochester.

COMPENSATION PACKAGE

The beginning salary for a Deputy Director of Programs at LawNY with 5 years' experience is \$92,500 and the salary for a Managing Attorney with thirty years of experience is \$121,100. Salary will be based on experience. LawNY is a qualifying employer for the Public Service Loan Forgiveness program(PSLF).

LawNY® provides an excellent package of fringe benefits including:

- 94% Employer paid Medical Premium with 100% Employer paid in-network deductible
- 100% Employer paid Dental Insurance
- 100% Employer paid Life Insurance
- 100% Employer paid Enhanced Short-term Disability
- 100% Employer paid Long-term Disability
- Vision Insurance
- 20 Paid Vacation days per year
- 12 Sick days per year

- 5 Personal days per year
- 13.5 Holidays plus 2 floating Holidays per year
- 35-Hour Work Week
- Hybrid Work Schedule (new staff are able to work from home up to 3 days per week. After 6 months, this increases to 5 days per week with Manager approval, as workload permits)

Qualifications: These are the basic requirements for the position.

- Admitted to practice and in good standing in New York State
- Minimum of five years of experience Supervising, Managing or Leading
- Demonstrated support of an organizational culture of diversity, equity and inclusion

Key Responsibilities:

Program Oversight & Compliance

- Monitor and ensure programmatic compliance with all grant requirements, funding obligations, and regulatory standards.
- Collaborate with managing attorneys to ensure services are delivered in alignment with programmatic goals and community needs.
- Develop and implement policies and procedures to promote program effectiveness and accountability.
- Conduct regular reviews and assessments of office operations and case handling to ensure consistency and quality.

Supervision of Managing Attorneys

- Provide leadership, guidance, and support to managing attorneys in the supervision of legal staff and day-to-day operations of field offices.
- Facilitate coordination and communication among offices to foster collaboration, share best practices, and maintain a unified organizational culture.
- Support managing attorneys in staff development, performance evaluations, and conflict resolution.

Special Projects

- Lead or support special initiatives and projects as assigned by the Executive Director, including strategic planning efforts, organizational assessments, and partnerships with external stakeholders.
- Represent the organization at meetings, conferences, and in working groups relevant to program development and access to justice.

Grant Management & Reporting

- Track and analyze program data to assess outcomes and impact; assist with the development of reports to funders, the board, and other stakeholders.
- Identify opportunities for new funding or programmatic growth in coordination with the Executive Director.

APPLICATION PROCESS

To apply, **submit your cover letter, resume, and three professional references, with current email address and phone number**, through LawNY®'s BambooHR platform, found [here](#) and at www.lawny.org/Employment. When outlining work experience on a resume, candidates are requested to label each position as full-time or part-time and describe unpaid volunteer/internships as such.

To promote social justice and achieve our mission, LawNY® is committed to maintaining a diverse staff and creating an inclusive and respectful workplace. In your cover letter, please also include an explanation of how you think that your lived and/or professional experience or background has prepared you to contribute to support a strong commitment to diversity and inclusion at LawNY®.

LawNY® is committed to equitable inclusion across race, gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are increasingly committed to creating a law firm where race equity, diversity and cultural competency are integral components of our work, from client advocacy to internal operations.

Questions or Accommodations? Contact Michelle Grillone at mgrillone@lawny.org

Legal Assistance of Western New York, Inc. (LawNY®) is an equal opportunity employer. LawNY® strongly encourages applications from Black, Indigenous and People of Color, women, LGBTQIA+ individuals, people with disabilities, and persons from other underrepresented groups whose background may contribute to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. LawNY® welcomes applications regardless of race, color, religion, veteran status, sex, gender identity, sexual orientation, pregnancy, national origin, age, veteran status, disability, genetic information or any other consideration protected by law.