



Lawyers Trust Fund of Illinois Program Officer for Legal Services

The Lawyers Trust Fund of Illinois seeks a dynamic, inquisitive, and motivated professional to join our grant-making team as the Program Officer for Legal Services. The Program Officer is a full-time role focused on reviewing grant applications, developing funding recommendations, and managing grants to non-profit organizations that provide free legal assistance to low-income individuals.

LTF is a charitable foundation that provides financial support to non-profit legal aid organizations based in Illinois. LTF's mission is to support the provision of civil legal services to low-income residents throughout the state in an efficient, effective, and equitable manner.

LTF adopted a new [strategic plan](#) in 2022 and has a growing grants budget. The Program Officer position is an excellent opportunity to help shape LTF's grant-making efforts as we invest in a stronger, more responsive, and more impactful legal aid system in Illinois.

Responsibilities

Annual Grants: Help design LTF's annual grant strategy, grant guidelines, and application process. Perform a leading role in the annual grant process, including review of grant proposals; engaging applicants to gain more information and insight; testing hypotheses and forming conclusions about applications; and writing funding recommendations to the board of directors. Help produce and publish grant review materials for board of directors on an internal web site.

Relationship and Knowledge Building: Pursue opportunities to engage with partners and stakeholders in the legal aid community, the justice system, and the broader legal and non-profit sectors. Develop relationships of support and trust with external partners. Explore and develop subject-matter expertise in the work and types of organizations funded by LTF. Identify new ways LTF's grantmaking can address the challenges and opportunities facing grantees.

Legal Aid & Access to Justice Initiatives: Assist with and provide input regarding internal and external efforts to improve the legal aid system and increase access to legal information, legal assistance, and legal representation.

Data Management: Take a leading role in collecting, managing, and analyzing applicant data. Produce annual composite grantee data report. Find creative solutions to identifying data most useful to LTF's processes and using compiled data to inform future grant policies and priorities.

Grant Management: Help administer LTF's online grants management system. Manage information about grantees and grants. Assist in designing and reviewing grant agreements and interim reports.

Note: This list of responsibilities is not all-inclusive. The Program Officer may be asked to perform other related duties to meet the evolving needs of the organization.

Qualifications

- Bachelor's degree. Work toward or attainment of an advanced degree (including but not limited to a law degree) is preferred;
- Five or more years of experience working as a practitioner, policy professional, or researcher in the fields of law, public policy, philanthropy, and/or human services;
- Demonstrated interest in helping people, advancing human rights, and/or assisting individuals seeking just and equitable outcomes through the legal system;
- Commitment to bolstering the role of civil legal aid in providing access to legal solutions in a manner consistent with LTF's mission;
- Excellent analytical and communications skills;
- A strong work ethic and independent problem-solving skills;
- Proficiency in Microsoft Office applications, including Word and Excel, plus a high level of comfort in working with new computer applications.

Salary & Benefits

The Program Officer role is a full-time position with an annual salary range of \$90,000 to \$100,000, depending on experience. The position offers excellent benefits, including Blue Cross/Blue Shield PPO medical insurance; dental, vision, and life-insurance coverage; paid vacation and paid time off. LTF also makes an annual contribution to an employer-sponsored 401K retirement account following an initial 12-month period of employment.

Our Commitment to Diversity & Inclusion

At LTF, we believe that diversity and inclusion are fundamentally important values that make organizations more effective. In our hiring and our work, we value and welcome diversity in all its forms, encompassing but not limited to age, disability status, economic circumstance, ethnicity, gender identity, race, religion, and/or sexual orientation.

Work Location

The Lawyers Trust Fund maintains a physical office in downtown Chicago but is operating under a hybrid system under which staff members work remotely and come to the office on an as-needed basis.

About the Lawyers Trust Fund of Illinois

The Lawyers Trust Fund of Illinois is a not-for-profit foundation created in 1983 by the Chicago Bar Association and the Illinois State Bar Association. Under Illinois Supreme Court rules, LTF administers Illinois' Interest on Lawyer Trust Account (IOLTA) program. LTF provides grants to approximately 50 non-profit legal aid organizations each year.

To Apply

Interested applicants should submit a resume and a cover letter of no more than one page that summarizes their relevant experience and qualifications and states their interest in grant-making related to civil legal aid. Cover letters should be addressed to LTF Executive Director Mark Marquardt and sent with a resume via email to apply@ltf.org by no later than **June 2, 2023**. Applicants are encouraged to apply before the deadline because applications will be reviewed on a rolling basis. Candidates may be asked to submit a writing sample and references.