

Maryland Volunteer Lawyers Service
PROJECT MANAGER
Foreclosure Prevention Project

Summary:

Immediate opening for an experienced lawyer to manage Maryland Volunteer Lawyers Service's (MVLS) Foreclosure Prevention Project. This project serves low-income homeowners in multiple Maryland counties by providing pro bono and reduced-fee legal services through a panel of trained volunteer lawyers.

The mission of MVLS is to provide quality legal services to Marylanders of limited means. MVLS is the largest pro bono legal services provider in the state both in terms of volunteers, over 3,000 lawyers on its panel, and clients served, over 65,000 since its founding in 1981. Our core pro bono program helps approximately 3,000 Marylanders every year.

Job Responsibilities:

- Manage intake and placement of pro bono and reduced fee foreclosure cases with MVLS volunteer lawyers.
- Administer all aspects of MVLS foreclosure prevention grant compliance, including timely submission of monthly, quarterly, and annual grant reports to DHCD or other project funders.
- Represent clients in foreclosure mediations on an as-needed basis or when MVLS is unable to place a client with a volunteer or reduced-fee lawyer.
- Provide brief advice to clients when our housing counselor is unable to assist.
- Mentor less experienced foreclosure volunteers or assign mentors.
- Interview experienced foreclosure lawyers to represent clients on a reduced-fee basis. Monitor these volunteers to ensure quality legal services are provided to clients.
- Review reduced-fee lawyer invoices and handle other administrative aspects of reduced-fee foreclosure panel.
- Supervise MVLS housing counselor to ensure client access to loan modifications and other programs available through Maryland's mortgage settlement or other DHCD programs intended to help distressed homeowners.
- Recruit and supervise experienced foreclosure lawyers to provide case review services to housing counseling agencies on a reduced-fee basis.
- Attend all DHCD Legal Partners team meetings, trainings, webinars, etc. and stay informed about developments in state and federal housing programs that prevent foreclosure and provide loss mitigation assistance.
- Coordinate services with other Foreclosure Project Legal Partners to ensure clients receive appropriate legal services and MVLS is not duplicating services.
- Identify volunteer training needs and work with Pro Bono Resource Center to ensure MVLS volunteers and reduced fee lawyers receive up-to-date foreclosure prevention training
- Other project management duties as assigned.

Job Skills:

- Strong written and oral communication skills
- Must possess strong time management and organizational skills
- Able to work with diverse client population and to collaborate with legal partners
- Skilled in case management, dealing with multiple priorities and deadlines
- Ability to identify and resolve problems quickly.
- Ability to work independently and manage a team.

Professional Experience:

- J.D. from an accredited law school.
- At least three years of housing/foreclosure legal experience.
- Must be admitted to practice in Maryland and in good standing.
- Demonstrated commitment to public interest
- Strong computer skills, especially Microsoft Office Suite and case management software
- Outside practice of law is not permitted

Compensation:

Salary commensurate with experience, in the mid \$50,000 range. Generous benefits, including paid health insurance. Full-time exempt position funded through a three-year grant with Maryland Department of Housing and Community Development and the Maryland Attorney General's Office. Employment is dependent upon grant funding.

How to Apply:

Please write "Foreclosure Prevention Project Manager" in e-mail subject line and attach cover letter and resume in Microsoft Word format.

Send email with attachments to mvls@mvlslaw.org

Please no telephone calls.