

Interest on Lawyer Account Fund of the State of New York

Funding civil legal assistance for low-income New Yorkers since 1984

Job Title: General Counsel
Employer: New York State Interest on Lawyer Account Fund
Location: New York, New York
Date Posted: May 21, 2024
Deadline: June 21, 2024

About New York State Interest on Lawyer Account Fund (“IOLA Fund”)

Founded in 1983, with the strong support of the New York State Bar Association, the legislature created the IOLA Fund to provide additional financial support to civil legal service organizations that had been decimated by federal budget cuts. Today, the IOLA Fund helps low-income people in New York State obtain help with civil legal problems affecting their most basic needs, such as food, shelter, jobs, and access to health care.

The IOLA Fund is a fiduciary fund administered by IOLA’s publicly appointed Board of Trustees. The revenue is held in the custody of the State Comptroller and subject to government procurement rules. Attorney ethics and relevant IOLA rules require attorneys to deposit funds received from clients either in interest-bearing accounts for the benefit of the clients or in interest-bearing IOLA accounts. Financial institutions that elect to participate in the IOLA program are subject to certain interest and reporting requirements (See Judiciary Law §497; State Finance Law §97v; and 21 NYCRR Part 7000).

The interest generated from these IOLA accounts is pooled and provides the revenue for grants awarded by the IOLA Board of Trustees to non-profit civil legal services providers for the purpose of delivering civil legal services to low-income New Yorkers and for improving the administration of justice. IOLA grantees vary in size and focus, providing a myriad of legal services: direct representation, advice and counsel, pro se assistance, legal education, and referrals to low-income or otherwise disadvantaged individuals. IOLA grantees also provide legal trainings, engage in partnerships and community collaborations, and initiate impact cases that enhance the quality of life for all New Yorkers. IOLA’s current two-year grant cycle awarded \$110 million to 80 nonprofit organizations that provide legal assistance to people living across New York’s 64 counties.

The Opportunity

IOLA Fund is seeking a skilled and collaborative General Counsel to join its trusted and mission-driven team. Reporting to the Executive Director, the General Counsel is expected to review all legal issues impacting IOLA and to advise and work with the Executive Director and the Board, accordingly. The General Counsel will engage with other New York State government agencies as well as the New York State Legislature, as required. The General Counsel is also expected to be involved in various IOLA operations, including grant recommendations, grant monitoring and evaluations, data collection, and bank compliance enforcement.

The essential functions of the General Counsel position include:

- Establish and maintain relationships with other stakeholders in IOLA's mission including the New York State Office of Court Administration, Legislative leaders, bar associations, law schools, the New York State Banker's Association, legal services providers and pro bono organizations as well as other funders, both private and public.
- Report at IOLA Board of Trustees meetings and advise the Board as needed.
- In collaboration with the Executive Director, evaluate applications for grant awards, monitor grantee performance, develop systems for data collection, and design creative mechanisms for effective, collaborative organization evaluations and outcome reporting.
- Participate in grantee site visits and the preparation of performance reports.
- Promote awareness of issues and best practices throughout the legal services community.
- Maintain procedures that ensure compliance with IOLA's statutes and regulations by financial institutions. Maintain relationships with participating financial institutions.
- Serve as a liaison to the New York State Bar Association, local bar committees and other statewide committees.
- Contribute to bar publications, prepare other informational materials, and present at continuing legal education events, informing attorneys about the proper use of IOLA accounts.
- Provide advice and guidance regarding complaints, questions, and request for information from the public, attorneys, judges, non-judicial and other government agencies, including requests pursuant to New York State's Freedom of Information Law.
- Provide advice and guidance regarding compliance with all applicable laws and policies regarding staff, oversee maintenance of an IOLA employee handbook and other policies, and assist with any personnel issues that may arise.
- Provide advice and guidance regarding legislative proposals that may affect IOLA.
- Prepare amendments to IOLA statutes and regulations, whenever necessary.
- Serve as Ethics Officer.
- Monitor and manage any litigation involving or affecting IOLA.
- Serve as Equal Opportunity Officer.
- Perform any other duties and responsibilities that may be assigned.

Qualifications and Education Requirements

- Eight+ years of legal experience as a licensed attorney.
- Admission to the New York State or other Bar and, if not licensed in New York, commitment to obtaining such license within nine months of becoming employed by the Fund.
- Senior managerial and executive experience, preferably in advocacy, government, public policy or philanthropy.
- Excellent written and verbal communication skills with demonstrated success presenting to a variety of audiences.
- Demonstrated experience building relationships, alliances, and partnerships to further effective program development.
- Knowledge of civil legal services practice and delivery.
- A dedication to advancing the well-being of individuals, families, and communities through high-quality legal service.
- Exceptional organizational skills and attention to detail with a mature and professional style.
- Experience managing multiple projects with competing timelines and priorities simultaneously.
- Unquestioned integrity and ethics.

Preferred Skills

- Prior non-profit management experience.
- Prior New York State government experience.
- Prior philanthropy or other grantmaking experience.
- Prior experience with bank compliance.

Compensation & Benefits

Salary for the role is anticipated to range from \$160,000-175,000, commensurate with experience. IOLA offers the following benefits: health and prescription drug benefits under the New York State Health Insurance Program (Empire Plan), Dental insurance, Vision Care, New York State Flexible Spending Account, NYS-Ride, life insurance, employee assistance program, New York State retirement plan, paid time off, and more.

Contact

To express interest, please submit a cover letter and resume to careers@iola.org by **June 21, 2024**.

IOLA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

To learn more about IOLA Fund, please visit www.iola.org.