

JOB DESCRIPTION: LEGAL PROGRAM MANAGER

Job Title: Legal Program Manager

Classification: Full Time Exempt

Location: Hybrid - Detroit, MI

Reports to: Director of Legal Programs

Date Posted: March 2, 2026

About Michigan Community Resources:

Michigan Community Resources (MCR) is a statewide nonprofit organization that seeks to build strong communities through strong organizations, strong leaders, and a strong nonprofit network. Since 1998, we have equipped nonprofit organizations serving income-diverse communities with the tools, resources, training, and consulting they need to do their best work.

Joining the MCR Team:

We are lawyers, community organizers, artists, writers, activists, advocates, people connectors, and more who share a fierce passion for Detroit and Michigan. We bring experience from across the globe to serve our clients. We value a positive internal team culture that is supportive and encouraging. We promote a healthy work life balance that supports our team members in centering life outside of work. We welcome energetic and innovative thought leaders to apply.

MCR's Legal Programs:

MCR has been providing legal services to nonprofits in Michigan for over 25 years. Through this work, MCR fosters movements to build power in communities impacted by systemic marginalization. Nonprofits, especially small, grassroots organizations, are often unable to access crucial legal support due to prohibitive costs. MCR works to close this gap by providing a range of transactional legal services, including a pro bono referral system in partnership with the private bar, legal clinics, workshops, educational publications, and more.

Purpose of the Role:

The Legal Program Manager will come alongside community leaders to provide high quality legal guidance and education to nonprofit organizations. A successful Legal Program Manager is highly detail-oriented and can seamlessly manage multiple priorities, clients, and deadlines while providing excellent customer service. The Legal Program Manager prefers a collaborative environment working on multiple projects. They are comfortable working in a hybrid environment with both remote work and periodic in-person activities and meetings, mostly in Detroit, Michigan. The ideal candidate shares MCR's values of community rootedness, trust, equity, strength, and service. Crucially, they are passionate about the importance and impact of the nonprofit sector in Michigan.

Specific Responsibilities Include:

Legal Guidance & Education

- Provide accurate and high-quality legal guidance to MCR clients as well as adhere to the rules of professional conduct as required
- Deliver professional and personable customer service to nonprofit and grassroots organizations that promote MCR's mission, vision, and values

- Maintain accurate and complete records for all MCR legal clients
- Oversee creation of legal education tools, resources, and events that address common nonprofit legal issues
- Maintain an up-to-date understanding of emerging legal opinions, policy changes, and legislation impacting Michigan nonprofits

Attorney Volunteer Cultivation & Management

- Serve as an MCR liaison, facilitating positive, impactful interactions between the clients and volunteer attorneys
- Work closely with MCR staff to manage communication with volunteer attorneys
- Support the Director of Legal Programs in developing and implementing a strategy to recruit a robust network of attorney volunteers
- Support volunteer retention and recognition efforts
- Represent the organization through speaking engagements and presentations at conferences, law schools, trainings, and other public forums

Skills Requirements:

- Enthusiasm for MCR's mission to serve clients, including nonprofits and income-diverse communities
- JD and/or LLM from an ABA accredited law school
- Exceptional interpersonal skills with diverse populations, including a strong desire to network and build relationships with a multitude of stakeholders
- Strong analytical and problem-solving skills

Preferred Experience:

- 5+ years of similar work experience, especially transactional or nonprofit law, or experience in nonprofit sector
- Experience with software tools for managing client interactions and maintaining client records, like Airtable, HubSpot, and SharePoint
- Ability to work flexible hours, including limited evenings and/or weekends
- Ability to work a hybrid schedule, with in-person days and events typically located in Detroit, MI

Salary & Benefits

Salary Range: Starting at \$70,000 and may be adjusted according to qualifications and experience

We are extraordinarily proud of the benefits package that we offer our employees. PTO includes generous vacation and sick leave, company holidays, and regular Mental Health Fridays. We have competitive health, dental, and vision benefits, and an employer-sponsored 403(b) retirement plan.

Equal Opportunity Employer:

Michigan Community Resources is an equal opportunity employer.

How to Apply:

Interested persons can apply [here](#).