

Job Description – NY-based Pro Bono Practice Attorney (Nonprofit and Community Development)

The Pro Bono Practice Attorney, specialized in non-profit and community development, is responsible for maintaining an active caseload of nonprofit corporate and community development related pro bono matters, including nonprofit corporate governance and compliance matters under the laws of New York, Illinois, North Carolina, and Texas. The practice attorney will work with partners, associates, paralegals, and administrative staff in supporting and facilitating attorney involvement in nonprofit corporate and community development efforts throughout the firm. The position is not a partnership track position. **Search firm submissions will not be accepted.**

ESSENTIAL JOB FUNCTIONS:

I. Maintain an active client case docket

- Work closely with New York-based pro bono organizations including the Lawyers Alliance of New York and other pro bono organizations located in Illinois, Texas and North Carolina to secure active case docket of nonprofit corporate matters and basic tax-exempt matters;

II. Assist in developing new pro bono opportunities for attorney volunteers

- Assist in developing and maintaining relationships with New York and national business pro bono organizations;
- In conjunction with maintaining an active caseload, identify new pro bono business opportunities available for partner and associate involvement in pro bono;

III. Serve as a resource to firm volunteers engaged in nonprofit corporate and basis tax-exempt pro bono matters.

- Develop significant expertise in nonprofit corporate and federal tax-exempt law for purpose of advising and assisting firm attorney volunteers;
- Regularly consult with volunteer attorneys handling nonprofit corporate and basis federal tax-exempt pro bono matters;
- As needed, develop nonprofit corporate related training and resource materials for others to utilize

QUALIFICATIONS:

- J.D. from an ABA-accredited law school;
- Excellent academic credentials;
- Admitted to practice law in New York;
- Minimum of three years legal experience working in the area of transactional law with preference for experience in nonprofit corporate law;
- Excellent judgment to work with partners and associates, and in the community at-large;
- Ability to maintain professional relations with co-workers and outside agencies;
- Excellent oral and written communication skills;
- Excellent interpersonal skills and ability to work well with attorneys and staff;
- Excellent software skills including knowledge of Word, Excel, and Powerpoint