



Job Announcement

Staff Attorney

Business & Transactional Legal Assistance for Nonprofit Organizations

About Us

Lawyers Alliance for New York is the leading provider of business and transactional legal services for nonprofit organizations and social enterprises that are improving the quality of life in New York City neighborhoods. Our network of pro bono lawyers from law firms and corporations and staff of experienced attorneys collaborate to deliver expert corporate, tax, real estate, employment, intellectual property, and other legal services to community organizations. By connecting lawyers, nonprofits, and communities, Lawyers Alliance for New York helps organizations to provide housing, stimulate economic opportunity, improve urban health and education, promote community arts, and operate and advocate for vital programs that benefit low-income New Yorkers of all ages.

Staff Attorney Position

Lawyers Alliance seeks a Staff Attorney with real estate and transactional experience to join our well-respected and dedicated team. This Staff Attorney will have a wide range of responsibilities aimed at bringing high quality legal services and practical information to nonprofit organizations. Clients include low income housing developers, supportive housing groups, homeless services organizations, hunger prevention and food security groups, economic development nonprofits, social service organizations, and other groups that are improving the health, education, economic opportunity and well-being of New Yorkers. The Staff Attorney will work with other staff and pro bono attorneys to bring a wide range of high-quality legal services and practical information to nonprofit organizations benefiting the well-being of New Yorkers.

Major responsibilities include:

- Serve the nonprofit and business law needs of a substantial client base of nonprofit organizations serving New York City through direct legal representation and limited scope consultations;
- Engage in effective client intake and screening to prepare groups for legal help and placement of appropriate legal projects with pro bono attorneys;
- Provide support, mentoring, and co-counseling assistance to pro bono attorneys from top law firms and corporate legal departments and assist with volunteer recruitment and recognition;
- Write legal alerts and other publications, organize and teach educational workshops and pro bono clinics, and represent Lawyers Alliance at other events;
- Collaborate with staff on quality control, program evaluation, outcomes measurement, strategic planning, and technical assistance grants and contracts;

- Plan and execute systematic and strategic client outreach to expand legal services to new and existing clients;
- Support marketing, fundraising, fee-generation, tracking and use of data, special projects and other duties as requested.

Experience and Attributes

- Admission to New York State Bar.
- At least 5 to 15 years working as a practicing attorney including significant real estate and transactional experience; strong organizational and communication skills; and a demonstrated interest in the nonprofit sector.
- Experience with commercial leases, contract reviews, negotiations, financing and loan documents, corporate structuring, exempt organizations law and/or other transactional matters is helpful.
- Clear and effective communicator with excellent writing and speaking skills.
- An ability to work independently, collaborate closely with colleagues, and be an effective mentor to staff and volunteers.
- Keen interest in New York City and its diverse and varied neighborhoods.

This position offers competitive compensation and strong benefits. Anticipated salary range is \$85,000 to \$109,000 depending on experience.

Next Steps

Interested applicants should submit a resume and cover letter to attorneysearch@lawyersalliance.org as soon as possible. In your cover letter, briefly explain what interests you about this position at this time and how your interest or experience relates to Lawyers Alliance's work.

Applications will be reviewed on a rolling basis.

Lawyers Alliance for New York is committed to providing a diverse and inclusive environment and is an Equal Opportunity Employer.

Visit www.lawyersalliance.org for more information about Lawyers Alliance.