



Job Announcement

Staff Attorney:

Business and Transactional Lawyer Helping Nonprofits with Pandemic and Economic Recovery

About Us

Founded in 1969, Lawyers Alliance for New York (www.lawyersalliance.org) is a leader in the field of business law and transactional pro bono. It provides legal and educational services to nonprofit organizations and social enterprises that improve the lives of low-income and disadvantaged New Yorkers. With a talented staff of 24, annual budget of \$3.6 million, and 2,000 legal volunteers, Lawyers Alliance serves more than 1,000 organizations each year. This legal assistance translates to stronger nonprofit programs, finances, and operations.

A current priority is helping nonprofits with pandemic and economic recovery. The organizations that Lawyers Alliance assists are providing and advocating for economic opportunity, quality education, housing and shelter, food security and urban health, community arts, and other vital human services.

Staff Attorney Position

We seek a Staff Attorney with corporate law and transactional experience to join our well-respected team. This Staff Attorney will lead Lawyers Alliance's pandemic response, program preservation, and economic recovery efforts. This Staff Attorney also will work with other staff and pro bono attorneys to bring a wide range of high quality legal services and practical information to other nonprofit organizations benefiting the well-being of New Yorkers.

Responsibilities

- Plan and execute systematic and strategic client outreach to expand legal services to new and existing clients dealing with the immediate and long-term effects of the pandemic and economic uncertainty.
- Advise and assist human services, community development and other nonprofit organizations with timely business law and transactional needs, including governance, contracts, borrowing, fundraising, earned revenues, strategic alliances, mergers, collaborations, restructuring, dissolutions, and regulatory compliance.
- Engage in effective client intake and screening to ready groups for legal help, with focus on those engaged in pandemic and economic recovery.
- 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.

- Organize and teach workshops, write legal alerts and publications, and represent Lawyers Alliance at pro bono clinics and other events for clients and pro bono attorneys.
- Collaborate with staff colleagues on quality control, program evaluation, outcomes measurement, strategic planning, and technical assistance grants and contracts.
- Support marketing, fundraising, fee-generation, tracking and use of data, special projects and other duties as requested.

Experience and Attributes

- Admission to the New York State Bar.
- At least five years of legal experience handling corporate finance, tax or other business-related transactions, preferably in a major law firm.
- Track record of increasing responsibility in contract negotiations, financing, loan documents, mergers, and/or bankruptcy and workouts, along with helpful client counseling.
- Clear and effective communicator, excellent writing and speaking skills, and an ability to work independently and be an effective mentor to staff and volunteers.
- Initiative and business development skills.
- Keen interest in New York City and its diverse and varied neighborhoods.
- Relevant skills from representing or volunteering with tax exempt corporations are a plus.

Next steps

If you want to join knowledgeable and passionate colleagues who enjoy making a difference, consider applying now. This position offers competitive compensation and strong benefits. Anticipated salary is \$85,000+, depending on experience.

Interested applicants should submit a resume and cover letter to attorneysearch@lawyersalliance.org as soon as possible. Provide a brief explanation in your cover letter of what interests you in this position at this time and how your interest or experience relates to Lawyers Alliance's work.

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

This position is being announced in summer 2021 and will begin once filled.