



## **Job Announcement: Staff Attorney Economic Opportunity**

### **About Us**

Founded in 1969, Lawyers Alliance for New York ([www.lawyersalliance.org](http://www.lawyersalliance.org)) is the leading provider of business and transactional legal services for nonprofits and social enterprises that are improving the quality of life in New York City neighborhoods. The organizations served provide housing and shelter, 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. Each year, our staff, joined by 2,000 volunteer attorneys from a network of 140 law firms and corporations, will assist hundreds of organizations. The result is stronger nonprofit programs, finances, and operations.

### **Staff Attorney Position**

Lawyers Alliance seeks an attorney with a counseling or transactional legal background 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, with a focus on economic development and community revitalization. Clients include community loan funds, low-income federal credit unions, community development corporations, workforce development groups, business improvement districts and community revitalization organizations, faith-based groups, nonprofits involved in for-profit business ventures, 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 these organizations.

### **Responsibilities**

- Serve the nonprofit and business law needs of a substantial client base of nonprofit organizations and social enterprises serving New York City through direct legal representation and limited scope consultations.
- Plan and execute systematic and strategic client outreach to expand legal services to new and existing clients.
- Assist in providing legal services to business improvement districts and with managing work under a contract with the NYC Department of Small Business Services.
- 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.
- 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 experience as a practicing lawyer; strong organizational and communication skills; and a demonstrated interest in the nonprofit sector. Significant experience in exempt organizations law, corporate structuring, contract reviews, and financing transactions is helpful.
- Clear and effective communicator, 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.

### **Compensation**

This position offers competitive compensation and strong benefits. Anticipated annual salary range is \$82,250 to \$107,500 depending on experience.

### **Next steps**

If you want to join knowledgeable and passionate colleagues who enjoy making a difference, consider applying now.

Interested applicants should send a resume and cover letter to [attorneysearch@lawyersalliance.org](mailto: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.

Applications will be reviewed on a rolling basis and the position will begin once filled.

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