

# CONLEY LAW GROUP

LEGAL COUNSEL FOR NONPROFITS

## Counsel / Senior Associate Position

Conley Law Group LLC, a law firm dedicated to serving nonprofit organizations and philanthropic individuals ([www.conleylawgroup.com](http://www.conleylawgroup.com)), has an exciting opportunity for an experienced lawyer to join its growing practice. Conley Law Group provides sophisticated legal advice and services to a wide array of nonprofit organizations including public charities, private foundations, trade associations, and other philanthropic organizations and individuals. We counsel clients based in Philadelphia, Pennsylvania, around the U.S., and internationally.

Our collaborative team hopes to add a skilled negotiator, contract drafter, and project manager to help us guide Boards of Directors and Trustees. We welcome applications from all well-qualified, experienced attorneys, including in-house counsel who may be looking to transition to private practice. This position offers the right individual freedom to build a long-term practice, but does not require an existing book of business upon hiring, as we are primarily seeking a senior lawyer to take a leadership role with existing clients. We are open to a full-time or part-time arrangement for the person with the skills we seek. Though nonprofit and large firm transactional experience is preferable, we will consider candidates with other experience practicing law that can be translated to support our exempt-organization clients.

The ideal candidate should possess the following qualifications and skills:

- A demonstrated commitment to, and desire to work with, nonprofit organizations and philanthropic individuals
- At least 8 years of legal experience working with sophisticated corporate or financing structures, with a focus on drafting complex legal documents
- A knowledge base in some of the following areas (familiarity with application to exempt organizations/nonprofits, and in complex structures, is strongly preferred):
  - nonprofit and tax-exempt organizations
  - corporate transactional law, including deal structure and negotiations
  - federal taxation
  - corporate finance, including hedge fund creation or management or venture capital investing
  - fundraising or fund management
  - trusts and estates (Orphans' Court and charitable gift planning)
  - complex corporate contracts, licensing agreements, or financing
  - closely held businesses, partnerships, or partnership taxation
- Licensed to practice law in PA (or eligible to waive in); admission in jurisdiction such as DC, DE, FL, MD, NJ, or NY is helpful
- Excellent communications skills both orally and in writing, including an ability to explain difficult legal concepts to non-lawyers and to carefully negotiate complex deal terms

- Some management experience and willingness to supervise and mentor junior attorneys or paralegals
- Strong legal and business judgement
- Excellent research and analytical skills
- Comfort with working independently and possibly remotely while taking the lead on client matters
- Personal characteristics – positive, collaborative, decisive, and professional

Other factors for consideration include:

- Relevant professional experience in the nonprofit sector
- Masters of Law in Taxation
- Nonprofit board experience
- Pro bono and other volunteer experience
- Writing and publication history
- Participation in Bar Associations, especially in the tax-exempt community
- Public speaking experience

Although not required, we are especially open to an additional knowledge base in the following areas, which may not be related to exempt organizations:

- Marketable securities
- Alternative investments, including private equity, hedge funds, or real assets
- Partnerships
- Venture capital
- Restricted fund management

The firm sets reasonable and manageable billable hour requirements and values each team member's work-life balance. Our compensation package is very competitive, including opportunities to be rewarded for your own hard work and business development. We offer an annual cash bonus structure and other alternative benefits that are tailored to each team member's individual situation and preferences. The firm offers a 401(k) plan with a 3% employer contribution, with eligibility after one year of employment.

To apply for this position, please send your resume to Caity Kennedy, Director of Operations, at [ckennedy@conleylawgroup.com](mailto:ckennedy@conleylawgroup.com). Please note that candidates must apply directly and that resumes from recruiters will not be accepted.

We would welcome a cover letter, as well as the following, if available:

- summary descriptions of large transactions handled,
- at least one writing sample (which may include an anonymized transaction document of which you were the primary author or a layman's marketing summary of legal issues), and
- names of two to three references.

The firm has been working remotely since March 2020, so all interviews offered will be conducted virtually.

For more information about our firm, please visit [www.conleylawgroup.com](http://www.conleylawgroup.com).