



Nonprofit Solutions, P.C. is seeking an Associate Attorney to join its boutique law firm specializing in the legal representation of nonprofit and governmental organizations.

Founded in 2004, we have assisted clients for twenty years in the formation of nonprofit organizations, organizational policies, board training, and legal compliance with federal and state laws and regulations. The Associate Attorney position is an exciting opportunity for an attorney to use their skills to help advance community service and tax-exempt organizations in Oklahoma and beyond. This position will have the opportunity to contribute to the strategic growth of Nonprofit Solutions, P.C.

Job Title: Associate Attorney

Location: Remote

Classification: Full-Time, Exempt

Reports To: President/Attorney at Law

Duties/Responsibilities of the Associate Attorney:

- Provide counsel and legal services to clients as well as represent clients in a professional manner while maintaining confidentiality.
- Conduct legal research by preparing legal memoranda or necessary documents for client review as determined by the scope of the legal representation and client engagement agreement.
- Draft and/or review contracts or other legal agreements, policies, or procedures as required for the client matter.
- Interface with clients in a professional, responsive manner.
- Comply with all court and state bar licensure obligations.
- Collaborate in team problem solving, strategy, and project management as to any assigned client matters.
- Travel to off-site meetings with prospective and current clients as needed.
- Cultivate new clients through attendance at fairs, presentations, or other business development opportunities as requested.
- Help develop and execute effective communications for the organization inclusive of writing blog posts, reviewing newsletter or social media content.
- Support and contribute to a positive, respectful, supportive, and collegial work environment and help to advance Nonprofit Solutions' efforts to create a diverse and inclusive workplace that centers around equity and justice.
- Participate in training and professional development opportunities appropriate to the role and to maintain all required annual continuing legal education for bar licensure.
- Comply with organizational employee policies and processes.

- Record and review billable hours of service to clients in CLIO to ensure adequate recording of services performed.
- Assist other attorneys and paralegals as needed.
- Perform other duties as assigned.

Educational and Experience Requirements:

- Juris Doctorate from an ABA accredited university.
- Attorney admitted, or willing to apply for admission to the Oklahoma State Bar, Texas State Bar, or other relevant state bar licensure.
- Previous experience as an attorney or legal intern is preferred.
- Prior experience with nonprofit or tax law is preferred.
- Excellent skills in legal research, writing, analytical, and oral advocacy skills preferred.
- Ability to develop clients and manage a docket effectively.
- Ability to work independently and in collaboration with clients is critical.
- Strong interpersonal skills, including the ability to build relationships and work collaboratively with a diverse set of clients and partner organizations in legal and advocacy work.
- Strong and demonstrated initiative, judgment, creativity, flexibility, and work ethic.
- Awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Ability and commitment to help create a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- Commitment to serving the public interest and a passion for the role of nonprofits.
- Excellent analytical and problem-solving skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Ability to work in a collaborative, team-centered environment.
- Ability to function in a high-paced environment.
- Ability to work independently.

Nonprofit Solutions' Core Values drive how we serve our clients and our staff:

- Making a difference (this is our DUTY): Help whenever & however we can, Consider the whole organization, Spread the ripple of good;
- The Law: Learn the law, Teach the law, Follow the law, Advocate for improvement, Implement best practices;
- Diversity and Inclusion: Be the best version of ourselves, Make legal services accessible, Give the vulnerable a voice, Ask the hard questions, Speak the truth with grace and compassion;
- Excellence: Dot "i's" and cross "t's", Follow a wholistic approach, Verify, check and double check, Practice integrity, Ask how can we do better?

To apply, interested applicants should submit:

1. Cover letter,
2. Resume,
3. Writing sample,
4. Official/certified law school transcript,
5. Certificate of good standing from the state bar where licensed, and
6. List of three professional references

Please send all necessary documents to Jennie Hill, Attorney at Law, at jennie@nonprofitsolutionslaw.com, by 5pm on May 1, 2024.

Nonprofit Solutions is predominately remote with employees. The initial base salary for the Associate Attorney position ranges from \$65,000 to \$85,000, depending on the attorney's level of experience and preparedness to complete and supervise client matters.

Nonprofit Solutions, P.C. ("NPS") is an Equal Opportunity Employer. NPS provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

For more information about Nonprofit Solutions, P.C., see www.nonprofitsolutionslaw.com or follow us on Facebook or LinkedIn.