



## **Part-Time Nonprofit Corporate Attorney**

**Flexible Schedule | Remote Work**

**Long Term: Potential Growth to Full-Time**

Are you interested in working for a mission driven law practice that helps nonprofit organizations and mission-driven businesses succeed?

Do you want to make a difference while also enjoying a flexible schedule and long-term professional growth?

Do you want to be a part of a solid and growing social entrepreneurship with many opportunities for long-term growth?

**Deborah Buyer Law PLLC (DBL)** is a woman-owned boutique law firm comprised of passionate, personable, and experienced lawyers who are committed to doing high caliber work to help non-profits make their mission a reality.

We are engaged by select New York non-profits organizations and mission driven businesses to serve as their corporate counsel. We are both strategic and pragmatic in addressing their legal challenges. Our work touches every part of the City, and you will be able to see your contributions on the streets of New York City.

So, bring your experience, commitment to doing good, ambition and entrepreneurial mindset to the team and be a part of propelling DBL in its next stage of growth.

**Note:** This is a “roll up your sleeves” position, where no job is too small or too big for any level. It is intended to start part-time at 10-20 hours per week and grow to full-time over time.

### **What You Will Do**

In this role, you will be focused primarily on nonprofit corporate law, contracts, government contracts, corporate governance, incorporation and tax-exempt requirements.

To be successful, you will be empowered to work independently in the areas of:

- Legal research regarding nonprofit corporate governance matters, government contract requirements, etc.
- Corporate governance documents
- Contract drafting, negotiation and review
- Drafting client guidance
- Corporate formation



## **What You Can Expect**

In this role, you will enjoy:

- Remote work
- Flexible schedule
- A supportive boss
- Excellent mentoring
- Learning opportunities
- Long term entrepreneurial opportunities
- Commitment to healthy work-life balance

## **What We're Looking For**

The ideal candidate must be committed to the nonprofit sector and have:

- J.D. and license to practice law in NY
- 5+ years of corporate transactional experience
- Experience working with or for nonprofit organizations or NYC government
- Other evidence of commitment to nonprofits – work experience in non-legal roles, volunteerism, board services, pro bono, etc.

Just as important, or even more important, are the abilities to:

- Work independently, while also following direction and knowing when to check in
- Translate complex legal issues into understandable client guidance
- Be succinct and clear in written and verbal communications
- Think analytically, including issue spotting and seeing the “big picture”
- Work efficiently while also being detail oriented
- Maintain a “No job is too small” mentality
- Put oneself in client’s shoes
- Work in a small firm without the structure of a large organization
- Learn quickly

## **Who You Are as a Person**

- Commitment to doing work that improves the public good
- Have an entrepreneurial mindset
- Practical, proactive, and solution-oriented
- Interested in your professional growth opportunity
- Thoughtful, thorough, organized and follows through
- High level of integrity and good judgment
- Commitment to high level work
- Optimistic “can do” attitude
- Sense of humor, cooperative
- Eager to learn

**Compensation**

Competitive salary for nonprofit sector commensurate with background and experience. Annualized FT salary range is expected to be \$90,000 - \$150,000.

**Location**

This is a remote work position for someone in the New York City metropolitan area and available for meetings in New York City.

**How To Apply**

Please email your resume and cover letter to [hr@deborahbuyerlaw.com](mailto:hr@deborahbuyerlaw.com) with the subject line “Nonprofit Corporate Attorney”. Your cover letter must describe why and how this position aligns with your goals and your commitment to practicing non-profit corporate law. Applications will be considered on a rolling basis.

To learn more about Deborah Buyer Law PLLC, visit [www.deborahbuyerlaw.com](http://www.deborahbuyerlaw.com).

*DBL is an equal opportunity employer.*