

# CONLEY LAW GROUP

LEGAL COUNSEL FOR NONPROFITS

## Summer Associate

Conley Law Group LLC, a law firm dedicated to serving nonprofit organizations and philanthropic individuals ([www.conleylawgroup.com](http://www.conleylawgroup.com)), is offering a summer associate opportunity with our growing practice in the Philadelphia region. 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 locally in the greater Philadelphia area, throughout the U.S., and internationally. Although the position may involve in-person meetings in or around Philadelphia, we anticipate that this position will most likely be fully remote, and candidates residing outside Philadelphia are eligible to apply.

We welcome applications from current law students or attorneys recently admitted to practice in Pennsylvania, New Jersey, or New York. This position is paid and offers flexibility in scheduling work hours, and it provides the opportunity to learn about the practice of serving nonprofit organizations from many different angles of the business.

The summer associate position has historically supported the firm's attorneys and our Director of Operations with legal work as well as a variety of administrative tasks. Tasks will be assigned based on client projects, planned marketing engagements, and the firm's current needs. The summer associate will have opportunities to support client work, including through legal research, while also playing an instrumental part in evolving administrative processes for the firm.

Legal assignments will vary throughout the summer and relate to several legal areas that affect the firm's clients, but will most likely relate to:

- general corporate law, including nonprofit formations, governance documents, or policies and procedures;
- federal, state, and local taxation;
- corporate finance;
- fundraising and fund management;
- real estate; or
- trusts and estates (only as this work relates to charitable law, such as restricted gift issues in Orphans' Court and planned giving).

The summer associate will be asked to prepare research memoranda on legal issues of interest to the firm's clients and may also be asked to assist with various marketing tasks,

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such as preparing graphics or advertisements, summarizing legal issues to create educational content, drafting content for client communications, preparing materials for speaking engagements, maintaining the firm's contact list or marketing schedule, and/or supporting client or marketing events and meetings, including by coordinating client materials. The summer associate may also assist with general office administration, such as answering the phone, managing client files, or helping with ongoing client projects.

The ideal candidate should possess the following qualifications and skills:

- a demonstrated commitment to, and desire to work with, nonprofit organizations and philanthropic individuals, which may include past employment as well as volunteer work or board experience;
- a legal degree from, or at least three semesters of completed legal coursework at, an accredited law school;
- an interest in learning various areas of law and financial structures that are applicable to tax-exempt entities;
- excellent oral and written communications skills;
- excellent research, analytical, and computer skills; and
- demonstrated personal characteristics of positivity, collaboration, resourcefulness, and professionalism.

Other factors for consideration include demonstrated leadership in a nonprofit organization setting and publications or writing experience in any area.

The firm sets reasonable and manageable work requirements and values each team member's work-life balance. Our compensation package is very competitive and includes opportunities to be rewarded for your own hard work and business development.

To apply for this position, please send your resume with cover letter, including the below items, to Caity Kennedy at [ckennedy@conleylawgroup.com](mailto:ckennedy@conleylawgroup.com):

- descriptions of your prior or current involvement with the nonprofit or charitable sector,
- at least one writing sample, and
- names of two to three references.

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