

NEO Philanthropy, Inc.
New York, NY
September 25, 2019

NEO Philanthropy, Inc. is recruiting a staff attorney. NEO is a 501(c)(3) public charity committed to building strong social justice movements. NEO bridges the gap that often exists between funders and organizations doing the work, through collaborative funds, fiscal sponsorships, donor services and capacity building.

The staff attorney will work directly with NEO's outside counsel Halfon & Boehm, P.C. The firm practices at the intersection of legal issues affecting tax-exempt organizations, public policy advocacy, and philanthropy. The firm is led by Jay Halfon and Geoff Boehm who have decades of experience working in public interest law.

The legal issues you will work on include the following:

- Representation of private foundations, advocacy groups, political entities, public charities and the consultants and businesses that support them
- Political law compliance including permissible political activities, campaign finance rules, lobbying registration, ballot measures, and independent expenditures
- Non-profit corporate governance, formation, application for and maintenance of tax-exempt status, and review and drafting of annual returns
- Assistance with Fiscal Sponsorships, Donor Advised Funds, Supporting Organizations and structuring of charitable contributions
- Employment matters such as contracts, compliance with federal and state wage and hour laws and independent contractor issues
- Public policy strategy, development of effective advocacy campaigns, bill drafting and legislative counsel on national, state and municipal levels

SPECIFIC RESPONSIBILITIES

The Staff Attorney will be required to acquire expertise and advise NEO and other entities in the above practice areas. Attorney must be able to solve challenges in a fast-paced environment. Attorney will research legal issues and provide detailed and concise memoranda as needed. Attorney will prepare consulting, grant, and employment agreements; review contracts; and draft applications for tax-exempt status and other state and federal filings. Attorney will assist with policy advocacy and development of campaign strategies, and shall learn substantive policy

areas such as climate change and other public policy concerns as needed. Attorney must be prepared to make in-person presentations.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate for this position will be detail-focused and have superlative writing, research, analytical, and communication skills. Applicant should possess a knowledge of or an interest in legal issues affecting tax-exempt organizations. Applicant should have experience or a demonstrated interest in public policy matters and development of effective advocacy campaigns on issues including climate change, human rights, and social justice issues. An interest in political law compliance including permissible political activities, campaign finance rules, lobbying registration, ballot measures, and independent expenditures is required. Candidate should possess strong organizing skills.

The candidate should demonstrate leadership, self-motivation, and an ability to work collaboratively. Flexibility in work assignments, travel, and scheduling is helpful. Bar admission required in at least one US state or territory. Three years of experience or more is preferred.

NEO Philanthropy, Inc. is proud to be an affirmative action/equal opportunity employer and encourages all applicants regardless of race, sex, gender identity, age, disability, religion, national origin, sexual orientation, veteran status, or record of arrest or conviction. We are committed to diversity, equity, and inclusion, and having a workforce that reflects the population that we serve.

NEO provides a comprehensive package of benefits.

HOW TO APPLY

E-mail your resume to geoff@hblawyers.com. Please submit a resume with a cover letter describing your interest and qualifications for this position.