



Staff Attorney Legal Department

Overview:

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York-based national leader in innovative philanthropic solutions. We lead large-scale collaborative grant-making funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor-advised funds and develop organization and field-focused capacity building initiatives.

Position:

This is a full-time, salaried, overtime-exempt position. 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. Attorney will solve challenges in a fast-paced environment and research legal issues to provide detailed and concise memoranda as needed. Attorney is responsible for preparing consulting, grant, and employment agreements; reviewing contracts; and drafting applications for tax-exempt status and other state and federal filings. Serving as thought partner, 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 also be prepared to make in-person presentations and/or webinars.

Location:

NEO Philanthropy has its headquarters in NYC and the Legal department is located in that office. NEO HQ has a hybrid work remote structure based on job function. Currently, the role is primarily in-person with the opportunity for some remote work.

Vaccine Requirement:

All NEO Philanthropy staff are required to be vaccinated against COVID-19. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

Responsibilities:

The Staff Attorney will be required to acquire expertise and advise NEO and other entities in the below practice areas.

- 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

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- 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

Desired Qualifications:

- Three years of related experience or more is preferred;
- Detail-focused with superlative writing, research, analytical, and communication skills;
- Knowledge of, or an interest in, legal issues affecting tax-exempt organizations;
- Demonstrated interest in public policy matters and development of effective advocacy campaigns on issues including climate change, human rights, and social justice issues;
- Interest in political law compliance including permissible political activities, campaign finance rules, lobbying registration, ballot measures, and independent expenditures is required;
- Demonstrate leadership, self-motivation, and an ability to work collaboratively;
- Strong organizing skills;
- Flexibility in work assignments, travel, and scheduling;
- Bar admission required in at least one US state or territory.

Compensation:

The salary range for this position is \$100,000 to \$110,000. NEO provides generous benefits, which include medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP).

How to Apply:

Interested applicants should send an application that includes a resume, cover letter, and pay requirements to: jobs@neophilanthropy.org. Please include “Staff Attorney – [Name]” in the subject of your email. No phone calls please. Applications will be considered on a rolling basis with a start date as soon as possible.

Hiring Policy:

NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status. Only those whose applications are being considered will be contacted. No phone calls please.

NEO Philanthropy Careers:

NEO Philanthropy is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NEO Philanthropy’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which an employee is working.