

T E N E N B A U M

L A W G R O U P P L L C

Counsel – Nonprofit Law

Tenenbaum Law Group PLLC – an eight-attorney, nationally-recognized boutique law firm based in downtown Washington, DC – is seeking a Counsel attorney to join our rapidly growing nonprofit law practice. Founded in 2020, the firm serves as outside general counsel to hundreds of primarily national and international nonprofit organizations across the United States and around the world.

TLG brings decades of Big Law experience with the efficiency, responsiveness, and personalized service of a boutique firm. We focus on practical, impactful solutions; thoughtful advocacy; understandable and contextual advice and counsel; and a deep understanding of the nonprofit sector and best practices. Our team takes our work – but not ourselves – very seriously, and we are passionate about helping our clients achieve their missions and goals.

While our day-to-day operations are fully remote, team members are welcome to work from our downtown DC office as desired. We also gather in person several times a year for training, collaboration, firm events, and fun – because we believe that strong personal connections and shared experiences make for a better work environment.

About the Role

This position is ideal for an experienced attorney who is interested in joining a sophisticated, seasoned nonprofit law practice in a collaborative, supportive environment. The Counsel attorney will work directly with nonprofit executives, senior staff, and Boards of Directors, independently managing matters while collaborating with the firm's partners and other attorneys, as appropriate.

The Counsel attorney will advise nonprofit organizations on a broad range of complex legal and compliance matters arising in their day-to-day operations. The role will include significant work in employment law and internal investigations, as well as matters involving nonprofit corporate law and governance, federal tax exemption, contracts, fundraising regulation, organizational policies and procedures, and other legal issues affecting tax-exempt organizations.

The ideal candidate is an experienced, practical, and thoughtful counselor who is comfortable serving as a trusted legal advisor to clients. They are resourceful, detail-oriented, and adept at managing multiple matters and competing priorities. They bring sound judgment to sensitive and complicated situations and are able to translate legal requirements and risks into clear, practical advice.

Key Responsibilities

The Counsel attorney's practice will focus on a broad range of legal matters affecting nonprofit organizations, including:

- Serving as a primary point of contact and trusted legal advisor to nonprofit clients, including executive leadership, senior staff, and Boards of Directors.
- Advising clients on nonprofit corporate and governance matters, including governing documents, fiduciary duties, organizational policies and procedures, and Board and leadership matters.
- Advising clients on a broad range of employment law matters and helping organizations navigate sensitive workplace and personnel issues.
- Conducting and advising on workplace and other internal investigations, including developing investigation strategies, conducting interviews, analyzing findings, and advising clients on appropriate responses.
- Reviewing, drafting, revising, and negotiating a wide range of contracts and other agreements, such as vendor contracts, hotel and convention center agreements, CEO employment contracts, and grant agreements.
- Advising clients on legal and compliance matters affecting nonprofit and tax-exempt organizations, including issues involving organizational structure and affiliations, federal tax-exempt status, fundraising regulation, domestic and international grantmaking, lobbying and political activity regulation, meetings and conferences, and other areas of nonprofit law.
- Reviewing, interpreting, drafting, and revising Bylaws, policies, procedures, and other governing and organizational documents.
- Providing practical legal advice and counsel regarding legal risks that arise in clients' day-to-day operations and helping clients develop workable strategies and solutions.
- Conducting legal research and preparing legal analyses, client communications, and other written work product on complex legal and compliance issues.
- Developing and delivering training and presentations for client staff, executive leadership, and Boards of Directors.
- Collaborating with the firm's partners and other attorneys on complex, sensitive matters.
- Providing guidance and mentorship to more-junior attorneys.
- Managing multiple clients and matters concurrently while meeting deadlines and maintaining a high level of accuracy, responsiveness, and professionalism.

Qualifications

- A J.D. degree with at least eight-to-ten years of relevant legal experience as a practicing attorney.

- Significant experience representing nonprofit and tax-exempt organizations.
- Familiarity with the laws and regulations affecting nonprofit organizations, including, among others, nonprofit corporate law and federal tax-exemption law.
- Experience advising organizations on employment law matters is strongly preferred.
- Membership in the DC Bar or eligibility to be admitted.
- Strong legal analytical, research, and writing skills.
- Excellent oral communication skills and the ability to communicate effectively and professionally with nonprofit executives and staff, Boards of Directors, volunteer leaders, and other client stakeholders.
- Demonstrated ability to independently manage multiple clients and matters in a fast-paced environment.
- Ability to provide competent, practical legal advice and counsel on a wide range of legal issues affecting nonprofit organizations.
- Sound judgment and discretion, particularly when handling complex and sensitive matters.
- Strong attention to detail and commitment to high-quality work product.
- Willingness to learn and develop expertise in additional areas of nonprofit law.
- Interest in staying current on legal developments and trends affecting nonprofit organizations.
- Ability to foster a cooperative work environment and be part of a dynamic, supportive, collaborative team.
- Ability to develop and implement creative, workable, and impactful legal strategies and solutions.

Job Type and Location

- Full-time position.
- Remote work environment, with the option to work from the firm's downtown Washington, DC office.
- Preference may be given to candidates located in the Washington, DC metropolitan area, though flexibility is available for the right candidate.

Salary and Benefits

- Salary range: \$180,000 to \$210,000 annually. Compensation is determined based on experience, skills, and job-related qualifications.
- 1,200 per year billable-hour annual expectation, with bonus compensation for hours billed above that threshold and/or business development.
- Health, dental, and vision insurance with up to 100% premium coverage.
- 401(k) plan with employer 4% match (eligibility begins after one year).

- Unlimited paid time off (PTO) – and yes, we truly encourage our employees to take time off.
- Paid federal holidays.
- Firm-issued laptop and peripheral equipment (e.g., a monitor, docking station, headphones, etc.) as needed.
- Employee benefits are subject to eligibility requirements and may be modified in accordance with applicable law.

Firm website: www.TenenbaumLegal.com

How to apply:

Please submit a **cover letter and resume** via:

- LinkedIn job posting: [Click Here](#); or
- Email to info@TenenbaumLegal.com

Please note that due to the high volume of applications received, Tenenbaum Law Group cannot respond to all applications and/or inquiries.

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