**Staff Attorney – General Litigation**

[Charitable Allies, Inc](https://charitableallies.org/) | 9100 Purdue Road, Ste. 115, Indianapolis, IN 46268

We’re a law firm that represents small businesses that happen to be nonprofits! We’re hiring an early-career attorney to complement our growing team!

**Organization Summary**

Charitable Allies is a law firm for nonprofit organizations. We’re organized and operated as a “low bono” 501(c)(3) legal aid law firm for nonprofits. The firm’s economics are similar to an insurance defense firm.

We regularly litigate on behalf of nonprofits. Cases often include: breach of contract, breach of fiduciary duties, bankruptcy, judicial dissolution, liquidation, financial mismanagement, IIBR, UPMIFA violations, misuse of charitable funds, defamation, ICVRA, estate/probate claims, fraudulent inducement, fraud (various types), and administrative and regulatory investigations and appeals as needed.

We’re an organization with a huge work ethic that still likes to take a time out and have fun. We have been rapidly growing over the past several years.

**About the Position**

Currently seeking an early-career (0-3 year) general litigation staff attorney that wants to work hard and sees the future full of personal career growth and success while representing nonprofits.

This is an exciting **Staff Attorney – General Litigation** opportunity, based in Indianapolis IN, that offers a variety of complex legal matters and projects and provides general business counseling and other transactional work across a wide range of nonprofit organizations. Compensation is very high for nonprofit law firms and is commensurate with experience and anticipated workload. The position should provide a good work-life balance. Come help us save the turtles!

**Responsibilities:**

* Providing strategic litigation support to nonprofit organizations.
* Reviewing documents and preparing demand letters.
* Conducts litigation projects and legal matter management with the assistance and supervision of the managing attorney; consistently exercises sound judgment.
* Manages client expectations to balance requirements and competing priorities; provides useful legal advice and alternative solutions.
* Expected to work both collaboratively and cross-functionally to bring team members together to efficiently and effectively execute the company’s growth strategy.
* Must have (or quickly develop) the ability to think strategically, assess the legal and business implications of litigation and provide thoughtful, timely, practical and nonprofit-savvy advice.
* Requires strong organizational skills, the ability to manage multiple high-priority projects simultaneously and a willingness to be flexible in a fast-paced environment.
* Willingness to master the tax-exempt environment and the industry; provides legal as well as practical advice within the appropriate business context; understands and manages client expectations.
* Ensures efficient and timely communication with colleagues and team members.
* Provide talking points for nonprofit boards and Officers in regards to litigation to engage stakeholders and keep them informed.
* Other duties as assigned.

**Qualifications**

* Willingness to work in the field of litigation, especially in complex business litigation, finance, bankruptcy/liquidation/insolvency and related fields.
* Significant strategic litigation experience (i.e., using litigation as a tool for social/legal change) is a huge plus.
* Specific interest in nonprofit or tax-exempt organizations is a major plus.
* Strong interest and ability in civil litigation
* Strong drafting and communication skills
* Strong people management skills
* Willingness and ability to handle a wide range of legal issues for various constituencies, with a strong focus on customer service
* The ability to think critically and make clear and well-reasoned decisions
* Strategic and innovative thinker who can bring value to his or her clients and find creative solutions to complex legal problems
* Ability to see and handle more than the legal issues of a project; strong, pragmatic nonprofit acumen with the ability to recognize the nonprofit consequences of legal advice
* Exemplary personal and professional integrity and business ethics, as well as respect for others
* Excellent communication and relationship-building skills and the ability to work collaboratively with colleagues and clients across various disciplines and cultures

**Education**

* Juris doctor degree from an accredited law school
* License to practice law in highest court of any U.S. state

**Compensation and Benefits**

Pay is excellent for the sector, with large increases in years 3-7! First year anticipated compensation commensurate with experience and performance (between $66,000 and $81,000). Additional benefits include options such as our 403(b) Retirement Savings Plan with a 5% employer match, paid time off, paid opportunities for professional development and continuing education, and other personal and professional benefits.

**Work Location**

Charitable Allies is located next to the Pyramids on the northwest side of Indianapolis, at 9100 Purdue Road, Suite 115, Indianapolis, IN 46268. Work will be in-office for the first 90 days, with the opportunity to work remotely up to two days per week thereafter.

**Supervisor(s)**

Katie Buckner, Lead Attorney, Litigation Team Co-Lead and Director of Programming

**How to Apply**

Please send a cover letter, resume, list of references and two writing samples, to include:

1. a demand letter; plus
2. either
   1. a major pleading with memorandum or legal analysis (Motion and Memo to Dismiss, Motion and Memo for Summary Judgment, a Response to either, a significant appellate brief, etc.); or
   2. substantive discovery responses with objections or other detailed, in-depth discovery-related work

to Katie Buckner at kbuckner@charitableallies.org