

Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit davispolk.com.

Job Description

Job Title	Pro Bono Attorney for Corporate and Transactional Matters
Location	New York
Department	Pro Bono
Reports to	Pro Bono Counsel for Corporate and Transactional Matters
FLSA	Exempt
Position Summary	This Pro Bono Attorney will focus on corporate and transactional pro bono matters involving nonprofits and small businesses. The attorney will both practice corporate law and help administer the firm's pro bono program.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Participate in and support associate teams working on corporate and transactional pro bono matters— Help build and manage small business clinic programs— Coordinate legal teams and track outcomes across offices and practice groups— Develop content for and participate in training programs on nonprofit and small business law— Build practice resources and monitor legal developments relating to nonprofit and small business law— Work with legal services organizations to identify appropriate pro bono matters— Work with other members of the Pro Bono Group to develop informational publications
Qualifications/Position Requirements	<ul style="list-style-type: none">— J.D. and minimum 3 years' experience practicing corporate/transactional law in a law firm, nonprofit, or legal department— Demonstrated interest and prior participation in pro bono matters or community service— Excellent writing and communication skills— Strong data and technology skills— Demonstrated ability to effectively work as part of a diverse team

Davis Polk

— Substantive knowledge of nonprofit law a plus

Compensation

Commensurate with experience

To Apply

Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.