

## **Relationship and Legal Associate**

Full-time, remote position

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## **The Campbell Law Firm (TCLF) is hiring!**

### **About TCLF**

TCLF is a Black-woman-owned and led, social-impact focused law firm that serves as a trusted advisor to brave grant-making nonprofits, philanthropies, philanthropists, ultra-high net worth individuals, and movements to interrupt cycles of injustice and inequity. TCLF is a member of the Build Up Companies, a federated group of companies comprised of Build Up Advisory Group, TCLF, and Build Up, Inc. and focused on transforming outcomes for vulnerable and marginalized communities around the world.

Our clients include brave public charities; fiscally sponsored projects; community foundations; social welfare organizations; corporate, family, and independent foundations; and other grant-making entities and vehicles. Additionally, we work with individuals and families who are new or experienced philanthropists and social-impact entrepreneurs effecting change globally.

TCLF has a high-touch, unique way of working with our clients. We are thought partners for our clients by serving as their outsourced, in-house General Counsel, understanding their work and operations, and building relationships instead of engaging on a transaction-by-transaction basis. Our clients appreciate our deep bench of practical, nonprofit, in-house counsel experience, which allows us to work alongside our clients.

### **TCLF's Core Values**

Our core values are to be (1) brave; (2) ever learning; (3) excellent; and (4) relational.

Our values guide and inspire everything we do and how we engage with our clients and each other. If any value does not resonate with you, TCLF is not the place for you.

Learn more about [TCLF](#) here.

### **About the Role**

This role will provide key administrative and project support and management to the TCLF team, helping to build and maintain client and partnership relationships and organize and streamline business operations. The role also supports the work of the Managing Attorney and Associate Attorney and reports to the Associate Attorney.

Specifically, the role requires managing the Attorneys' day-to-day calendars; liaising with potential and current clients, partners, and vendors; drafting emails, memos, and preparing communications on the Attorneys' behalf; booking travel plans; organizing meetings; note taking for meetings;

preparing and refining presentations; assisting with external communications management; and managing other tasks and projects delegated by the Managing Attorney and Associate Attorney.

Since TCLF is a member of a group of companies, this role provides similar support to the other entities within the group, including Build Up, Inc., an affiliated nonprofit fiscal sponsor, and Build Up Advisory Group, an affiliated advisory firm.

### **About the Person in the Role**

You are extremely proactive and take initiative. You are comfortable leading in situations in which you have not been, and comfortable creating paths where none exist. You are someone that people depend on, and you are comfortable taking on a lot of responsibility but mature enough to speak up when you have too many matters to prioritize them well.

You are creative, considerate, loyal, disciplined, hardworking, and are so organized that our favorite organizers consider you their favorite organizer. You have been asked on many occasions about your filing system, your ability to schedule, and your follow-up.

You do not consider any job too small or beneath you, if it advances our goals and helps our clients. When you hear complaints, your immediate reaction is to listen, and then work with others to find solutions. You have often been called a “people person” and a good listener. You move from task to task seamlessly, understand that good stress is a thing, and are a productivity aficionado. You value accountability when you are on teams or when working independently.

You have a sense of humor, love music, and realize a few fundamental music principles: The Bridge is over, soca is a language everyone should know, and Biggie is one of the GOATs.

### **What the Role Requires**

In addition to “about the person in this role,” here are the **non-negotiable** requirements for the person in this role. If you do not meet **all** these requirements, this role is not for you.

#### **You Must:**

- be proficient in Microsoft Office (Word, Excel, PowerPoint);
- have values that completely align with ours;
- have excellent writing skills;
- work with minimal direction and guidance;
- maintain a very high level of confidentiality;
- meet tight deadlines and follow up quickly;
- manage competing priorities like a boss (well, a boss that manages competing priorities well);
- be client and solution oriented; and

- have a genuine interest in what is happening socially, politically, and philanthropically in the United States, the Caribbean, and Sub-Saharan Africa.

We are professionals who enjoy working with professionals. We value every member of our team and want to provide each team member with their dream position.

### **Compensation**

The estimated starting annual base salary for this position is \$50,000, with the potential for incentive compensation based on the individual's and the Build Up Companies' performance. We also offer the following benefits:

- Employer-funded medical, dental, and vision benefits
- 401(k) participation with Employer match
- Monthly cellphone allowance
- Annual professional development allowance
- Generous paid time off policy (vacation, holiday, sick, and mental health days)

### **How to Apply:**

If you are interested in applying for this role, here is our application procedure:

- Send your resume and a cover letter about your interest in the role and tell us something that is not highlighted in your resume, but you think we should know, to [careers@tclf.us](mailto:careers@tclf.us) with "Your First and Last Name – R&L Associate" in the subject line of the email. If you do not submit a cover letter, we will not consider your application.
- If we are interested in learning more, you will receive an email from us where you will be asked to provide a video response to some preliminary questions about your experience and interest in the role.
- After reviewing the video responses, we will further narrow the applicant pool and invite a few applicants to talk with us via video.
- After interviewing the finalists, we will select the Relationship and Legal Associate.

*Build Up is an equal opportunity place of business, which means that we do not discriminate because of race, gender, sexual orientation, religion, age, where you are from, or disability. We believe in and live diversity, inclusion, and equity, and strive to ensure that every person we work with, including contractors, vendors, staff, and clients, feels considered and listened to. We do not allow any of the "isms" into where or how we work, and we believe love is love. We have been treated as if we did not belong at various times throughout our careers and lives and understand how to be deliberate about never making others feel that way.*