

**ERIC & ELIZABETH SPOONER LEGAL FELLOWSHIP**  
**ATTORNEY IN RESIDENCE**

Full-time, remote, exempt position

**About The Fellowship**

Eric and Elizabeth Spooner believed in equity and in opportunity, particularly for those who had no access to opportunity. They also believed in the power of commitment and scholarship. This Fellowship has been created to allow an individual who embodies these values to be set up for success in the beginning of their career.

**About The Campbell Law Firm (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.

**About the Role and the Person in this Role**

You will be our firm's first legal Fellow and this appointment will last for 12 months (September 2022 - September 2023). In this role, you will learn all about nonprofit organizations, exempt

organizations, and how they work. You will gain first-hand experience in governance, grant-making, tax, and other nonprofit corporate issues.

You will gain wide exposure to representing nonprofit organizations on interesting and complex legal projects, given the varied nature of TCLCF's clients. You will support the review, negotiation, and drafting of a wide variety of agreements and will lead an extensive research or writing project during your fellowship while providing practical advice and counsel to clients.

You will also assist the Managing Attorney, Associate Attorneys, and the other member of the TCLCF team, with nonprofit and tax-exempt organization matters, and with research and writing on all aspects of nonprofit governance and tax-exempt organizations law. You will have client contact and provide support to the attorneys within TCLCF serving as General Counsel to clients. Additionally, you will work with our nonprofit fiscal sponsor, Build Up Inc., on projects that provide integral support to organizations and projects in need of infrastructure.

In this role, the successful candidate will be passionate about working with non-profits and believe it is critically important to be highly responsive to our clients' needs. You are willing to assist in any way that is needed and offer solutions to any challenges that arise. You are excited to work in an environment where each day can vary and enjoy working in a fast-paced start-up environment.

### **What the Role Requires**

To thrive in this role and at TCLCF, you must be intellectually curious; have a sense of humor; be kind; love generating, refining, and building out ideas; be authentically you; be culturally competent and self-aware; and have the ability to discuss a few fundamental music principles: The Bridge is over, Soca should be a universal language, and Biggie is one of the G.O.A.T.s.

In addition, below are the non-negotiable requirements for the person in this role.

#### ***Required Experience and Skills:***

- Knowledge of nonprofit tax, intellectual property, and/or corporate law
- Proven communication skills, both verbal and written
- Proven execution skills
- Strong skills in legal research, writing, drafting, and analysis
- Be a self-starter with strong time management and a high degree of professionalism
- Strong interpersonal skills
- Deep commitment to the nonprofit sector
- A genuine interest in what is happening socially, politically, and philanthropically in the United States, the Caribbean, and Sub-Saharan Africa

### **Compensation**

The estimated base salary for this position is \$60,000. We also offer the following benefits:

- Employer-funded medical, dental, and vision benefits
- 401(k) participation with Employer match
- Monthly cellphone allowance
- 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:

- Submit 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 “[Full Name] – TCLF Fellow” 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 video responses 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 TCLF Fellow.

TCLF 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.

If you have any questions about the role that are not answered in this document, please email us at [hello@tclf.us](mailto:hello@tclf.us).