

Associate Attorney Posting

Who We Are

The Bruman Group, PLLC is a nationally recognized boutique law firm specializing in federal grants management and education law. Our clients primarily include state and local educational agencies, higher education institutions, and local D.C. charter schools. Our firm provides legal advice and consultative services regarding federal grants compliance on the Office of Management and Budget Uniform Grants Guidance, as well as the Education Department General Administrative Regulations, and the General Education Provisions Act. In addition, the Firm advises clients on compliance with education programs including the Elementary and Secondary Education Act (reauthorized as the Every Student Succeeds Act), the Individuals with Disabilities Education Act, the Carl D. Perkins Career and Technical Education Act, the Workforce Investment Opportunity Act, and the Higher Education Act.

Position Description

We are currently seeking a full-time Associate Attorney to join our team. The ideal candidate will have experience and/or interest in federal education, special education, administrative law, or grant law. Candidates must have excellent writing and presentation skills, as our Associates regularly communicate with clients and conduct compliance trainings on federal education grant requirements. While Associates are permitted to work remotely, Associates are required to work in the office one day a week and are expected to travel to clients as needed. Our Associates work collaboratively, so candidates should enjoy working on team projects.

Principal Responsibilities

- Conduct on-site and virtual trainings on federal grant rules and requirements
- Research, analyze, and advise clients on questions related to federal grant requirements and changes in laws and regulations
- Review and draft federal grants policies and procedures for clients
- Prepare clients for federal monitoring visits
- Conduct risk assessments and evaluate clients' systems for internal controls
- Represent clients in audit resolution and other litigation
- Communicate education-related legislative updates to clients
- Travel to clients as necessary (approximately 1-3 trips a month)
- Travel to and present at the firm's Spring and Fall Forums on topics related to federal education grants management

Required Experience and Skills

- Admission to the DC Bar (candidates who have already submitted their application to the DC bar will be considered)
- Experience in or comfort with presentations and public speaking
- Interest in education law and federal grants
- Ability to manage and prioritize multiple projects
- Attention to detail
- Strong communication, writing, problem-solving, and advocacy skills

Preferred

- Experience in federal education, special education, administrative law, or grant law

The Bruman Group, PLLC
August 14, 2023

Benefits:

- Competitive pay along with performance-based bonuses
- DC Bar dues
- Flexible remote-work options
- 401(k) participation after 12 months of full-time employment
- Health, vision, and dental insurance options
- Phone bill reimbursement

Application Submission Information:

To be considered, please submit a current resume, cover letter, writing sample, and three references to Steven Spillan at apply@bruman.com.

Only applicants selected for interviews will be notified.