

Paralegal - Development

Date: March 2026
Market Title: Paralegal
Working Title: Senior Paralegal

Job Summary

The University of Michigan (University) Office of the Vice President and General Counsel (OGC) seeks to add to its excellent team an outstanding transactional paralegal with expertise in charitable giving as well as probate, estate, and trust administration.

A successful candidate must be able to provide critical assistance to the University's attorneys and work closely with the Office of University Development, the Office of the Executive Vice President and Chief Financial Officer, and the related offices within each School, Campus, College and Unit on legal matters involving charitable gifts, including documentation of current and testamentary charitable gifts, realization of bequests, charitable gift annuities, probate litigation, etc. In this dynamic and fast-paced workplace, the candidate should be enthusiastic about taking a client-centered, business-oriented, collegial approach to representing a world-class public research institution.

Founded in 1817, the University of Michigan is one of the world's premier academic institutions and boasts a top tier health system, inclusive of a world-renowned academic medical center and a network of hospitals and clinics spanning the state of Michigan. OGC represents and advises the entire University community, including the Board of Regents, the President, the Executive Officers, Michigan Medicine, the schools and colleges on all three campuses, and the University's regional medical centers. We are in the service business. We help our clients fulfill their educational, research, clinical, and entrepreneurial missions in accord with the myriad legal and policy requirements applicable to public research universities and to health delivery systems. We are subject matter experts—both within the University and with our peers across the country—and problem solvers committed to helping our clients achieve their goals in a creative, practical, and timely manner. We are often on the cutting-edge of legal issues across the higher education and healthcare sectors.

Responsibilities

- Manage the process of realizing testamentary gifts to the University:
 - Act as the primary contact for fiduciaries and third-party payers (e.g., Fidelity, Vanguard), and their counsel, regarding gifts designated to the University by deceased donors;
 - Educate and inform clients regarding the process and procedures for realizing bequests;
 - Review all governing documents and raise issues/concerns to responsible attorney when appropriate;
 - Prepare documents required to collect assets from applicable fiduciary, and transfer assets to the appropriate unit within the University in accordance with donor intent;

- Review fiduciary inventories, accountings, and other correspondence, and raise issues/concerns when appropriate;
- Track realized bequests in applicable University databases;
- Keep clients informed on the status of bequests.
- Draft, amend and modify gift agreements for current and testamentary gifts;
- Draft Charitable Gift Annuities using established templates;
- Monitor and assist with probate litigation activities, as needed.

Required Qualifications

- Paralegal Certificate; Bachelor's Degree; or Associate's Degree and demonstrated paralegal experience.
- At least three years professional experience performing job-relevant responsibilities, which may include work in a trusts and estates-focused legal practice, or a firm providing professional fiduciary services.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Google suite, and Adobe.

Preferred Qualifications

- Experience with charitable giving or working in one or more non-profit organizations;
- Proficiency with cloud-based document management systems;
- Experience with donor or client database systems.

In addition to the above, qualified applicants will be evaluated for the following skills, experiences, and attributes:

- Tenacity and perseverance;
- Flexible and willing to take on new roles and practice areas as needed;
- Collegial and a team-oriented colleague;
- Excellent written and verbal communication skills, including the ability to accurately and thoroughly communicate legal issues and concerns;
- Ability to communicate effectively with internal clients, university leadership, donors and their representatives, outside counsel, OGC attorneys, and other support staff;
- Highly organized, responsible and responsive, with strict adherence to deadlines;
- Ability to manage many projects with competing priorities and deadlines;
- Commitment to completing assignments with an excellent, focused attention to detail;
- Self-sufficient, able to work independently and take initiative, but able and willing to ask for assistance and advice when needed;
- High degree of discretion when dealing with confidential information;
- Demonstrated ability to use both logical and creative thinking skills and talents;
- Experienced and comfortable working in a fast-paced environment with ability to shift gears and remain focused on the multiple demands of the job;
- Ability to quickly learn and incorporate new digital tools.

Salary and Benefits

Salary is commensurate with experience and is competitive with other similarly situated institutions of higher education. The incumbent will be eligible for the University's generous benefits package, including health, dental, vision, and 2:1 retirement contribution matching, among others.

OGC members work in a hybrid manner, with at least three in-office days per week. In-office work typically takes place in Ann Arbor, Michigan, widely considered to be one of the best places to live in America. Ann Arbor's entertainment and dining options are on par with a much larger city's, as is its public transit and bike-friendly infrastructure; the public and private schools are award-winning; there is a robust tech sector, fueled in part by the University's research apparatus; and it is also located under 30 minutes by car to a large international airport, 45 minutes to historic Detroit, and four hours to Chicago, Toronto, or to the Mackinac Bridge, the gateway to the Upper Peninsula's picturesque lakes and forests.

How to Apply

To apply, please prepare, in .pdf format, a resume and a cover letter addressed to the Vice President and General Counsel that describes both your interest in the position and a personal experience that demonstrates how you have one of the skills, experiences, or attributes described above. Cover letters should be single-spaced, not exceed 500 words, and be in 12-point Times New Roman font. Submit your resume and cover letter along with your completed application via the University's online hiring portal at <https://careers.umich.edu>.