

Associate Legal Counsel – Open Society Foundations, NYC

Deadline: March 19, 2017

GENERAL DESCRIPTION

The Office of the General Counsel (OGC) is a very active global group with staff in New York, Budapest and London. OGC focuses in the short term on transactional legal advice and compliance; in the medium term on policy making and good governance; and in the long term on helping make OSF an enduring philanthropy. OGC serves as a resource for informed decision-making providing independent, timely and thoughtful advice on the broad range of legal issues that our programs, departments, boards and legal entities face as they pursue their visions of change. It looks to prevent legal problems and solve those that occur, to facilitate transactions, and to build structures that consider the longer-term impacts of a transaction, litigation, governance issue or other corporate matter.

JOB DESCRIPTION

The Associate General Counsel is a full time position based in New York that works on matters that include advising staff and senior management on contracts, grants, business operations, organizational policies, governance, and regulatory compliance, as well as providing staff training with respect to these areas. Work is carried out both independently and in teams.

Essential duties and responsibilities will include:

- advising on exempt organizations law, including compliance with US tax laws and regulations applicable to private foundations;
- advising with respect to domestic and international grant making;
- advising on basic corporate transactions including service agreements, consultancies, commercial contracts such as software agreements, leases and vendor agreements, and financial transactions;
- advising on the development and implementation of organizational policies;
- providing general nonprofit corporate advice, including creation, governance, and administration of legal entities in the US and abroad;
- providing training on legal issues and compliance to staff at all levels;
- travel may be required.

GENERAL RESPONSIBILITIES

The Associate General Counsel will have at least six years of US law firm and/or in-house experience (or equivalent) with general corporate or exempt organization experience, who is interested in becoming an all-purpose generalist in our in-house legal department. Experience with defamation law, software licenses, and/or OFAC issues is also a plus.

The ideal candidate will also need to meet the following requirements:

- advanced degree (J.D.) from an accredited law school;
- must be admitted to practice in New York State or must be willing to be admitted;
- must be a team player with a practical, business-oriented approach to problem-solving, tempered by an appreciation for legal complexity and risk;
- experience working in the exempt organizations field strongly preferred;
- familiarity with grant making, defamation, software licenses, and/or OFAC issues a plus;
- excellent contract drafting and negotiating skills detail oriented with excellent follow-through;
- excellent communication (verbal and written), including in a virtual environment;
- superior organizational and strong interpersonal skills with the ability to listen effectively;
- expert in identifying and resolving complex issues;
- integrity, professional discretion and ability to handle sensitive/confidential matters;
- extraordinary initiative, creative thinker with strong judgment and analytical skills;
- strong relationship builder and communicator with experience building partnerships;
- experience managing inter and intra organizational relationships in complex organizational environments;
- the ability to work under pressure, manage workload, prioritize, manage simultaneous tasks, and meet deadlines, and maintain a sense of humor within a changing fast-paced environment.

Work Environment and Physical Demands: Essential functions are typically performed in an office setting with a low level of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We are strengthened by the diversity of our colleagues across the Open Society Foundations, and we welcome and actively seek applications from people of all cultures, backgrounds, and experiences.

TO APPLY: Visit <https://www.opensocietyfoundations.org/jobs/jr-0000452/associate-legal-counsel>.