



It starts with vision.

JOB DESCRIPTION

JOB TITLE: Legal Counsel & Compliance Officer (Full-time)

DEPT: Executive Office

APPROVED BY: CEO

DATE: March 2017

JOB SUMMARY

As the organization's main legal expert, the Legal Counsel & Compliance Officer leads Orbis's corporate strategic and tactical legal initiatives, provides legal advice and guidance on major organizational policies, procedures and transactions to senior level management, board members, and any employee who acts on behalf of an organization, and facilitates the organization's compliance with non-profit, programmatic and fundraising rules and regulations. The Legal Counsel develops and maintains in-depth understanding of how Orbis operates internally and externally and is well versed in how legal issues affect Orbis and its work across the globe.

Based at the headquarters office in New York City, this full-time position may require occasional national and international travel to developing countries.

REPORTING & WORKING RELATIONSHIPS

The Legal Counsel & Compliance Officer reports directly to the President and CEO with input/guidance from the former General Counsel of Orbis (now a pro bono advisor) and works closely with colleagues in Orbis branch offices and affiliates around the world. The Legal Counsel & Compliance Officer will oversee and manage the legal volunteers.

ESSENTIAL JOB FUNCTIONS / KEY AREAS OF RESPONSIBILITY

Legal Advisor

- Serve as legal advisor with regard to Orbis operations and business transactions and manage the impact of external factors on these matters.
- Identify active and potential legal issues and suggest alternatives that lead to best solution.
- Assume ultimate responsibility for ensuring that Orbis conducts its international non-profit activities in compliance with applicable laws and regulations.
- Participate in defining and developing corporate policies, procedures and programs and provide continuing counsel and guidance on legal matters.
- Oversee and manage trademark matters globally with help from pro bono counsel.
- Advise the Development department with regard to donor bequests made to Orbis.

Compliance

- Oversee compliance and regulatory matters in the U.S. and abroad, including not for profit regulations, state charitable registrations, HIPAA, telehealth and privacy matters.
- Oversee contract management system and contractual compliance.

Legal Document Review

- Review, negotiate and sign-off on a wide variety of Orbis's legal documents/agreements, including program and partner agreements, MOUs, vendor agreements, grant/donation documentation, confidentiality agreements, affiliate agreements, IP licensing agreements, aviation maintenance agreements, real estate leases, and other general business contracts both domestically and internationally.



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Executive and Board Support

- Counsel and support the Board of Directors and Nominating & Governance Committee.
- Oversee any litigation matters (infrequent) with the help of pro bono counsel. Judge the merits of major court cases filed against or on behalf Orbis, work with the CEO and senior leadership team to define a strategic defense and approve settlements of disputes where warranted.
- Support the Orbis CEO and leadership team with the selection, retention, management and evaluation of all outside counsel (typically pro bono counsel).
- Advise Orbis on legal aspects of organizational set-up, including assessing and advising on current and future organizational structures and legal entities as well as interpretation and updating of Orbis affiliate agreements.

QUALIFICATIONS & EXPERIENCE

- Law Degree and NYS Bar membership.
- Minimum of seven years' experience, with a combination of law firm and in house counsel.
- Experience working on matters of organizational governance and with a board of directors.
- Exposure to and/or familiarity with the areas of law relevant to general non-profit management.
- Previous experience working in or with an NGO or international organization highly desirable.
- Experience with cost effective management of outside legal resources is preferred.

SKILLS & ABILITIES

- A high degree of professional ethics and excellent judgment.
- Strong analytical and problem solving skills.
- Proven interpersonal, listening, oral and written communication skills.
- Ability to communicate effectively with a variety of internal and external stakeholders, both domestically and internationally, including outside attorneys, senior managers, board members, and staff.
- Demonstrated ability to direct legal strategy and manage litigation cases.
- Team oriented work style and self-starter attitude.

To learn more about Orbis, please visit <http://www.orbis.org>
To apply go to: <https://home2.eease.adp.com/recruit/?id=19218562>

*Orbis is an Equal Opportunity Employer.
As a global organization we welcome qualified applicants from diverse backgrounds and cultures.*