



Job Opportunity Posting

Posting Date:	12/10/18
Title:	VP General Counsel
Department:	Legal
Posting Number:	HR 18-12-1

Position Summary

This position provides legal counsel and oversight at the executive level on all corporate issues with legal, fiduciary or regulatory implications for the Presbyterian Foundation.

This position supplies in-house corporate legal counsel and engages and manages outside counsel in order to support the policies, goals, objectives, of the Presbyterian Foundation as approved by the President and Chief Executive Officer (hereinafter, Chief Executive Officer) and the Board of Trustees/Directors.

This position is primarily responsible for limiting the entities' exposure to legal liability, and for insuring corporate compliance with all policies, laws and regulatory rules.

Scope & Breadth of Position

This position reports to the Chief Executive Officer of the Presbyterian Church Foundation. Staff members reporting directly to this position include a Counsel and Legal Assistant.

Accountabilities

1. Provides legal advice and support to the Chief Executive Officer, Board of Trustees, and senior management to ensure that all organizational activities and operations are carried out in compliance with local, state, and federal regulations and laws governing business operations.
2. Provides guidance and direction to senior management in the development, promotion, and delivery of the Presbyterian Church (U.S.A.) Foundation products and services in accordance with donor/beneficiary needs and the mission of the Presbyterian Church (U.S.A.).
3. As requested by the CEO, serves as the senior management liaison in collaborative efforts with client, donors, board committees, and other constituencies to foster better working relationships and to enhance the delivery of products and services.
4. Directs all legal matters in-house and serves as the primary interface between Foundation and any applicable regulators, to ensure compliance with laws and regulations relating to business

operations. Engages and manages outside legal counsel in any litigation activity and in the provision of legal advice to the corporation.

5. Serves as in-house Corporate Secretary to ensure minute books of all meetings of the Boards of Trustees of the Foundation are properly maintained for future reference.
6. Keeps abreast of trends, court cases, and pending legislative/regulatory issues at the federal and state levels to advise the CEO/Board in the development of business strategies and plans that comply with existing and future laws.
7. At the request, direction of and in coordination with the Chief Financial Officer, this position may carry out certain internal audit functions or duties.

Major Duties and Responsibilities

1. Advises Chief Executive Officer, Board of Trustees, and Senior Management on requirements of the articles of incorporation, Deliverance, by-laws and other corporate documents of the Foundation as well as any PC (U.S.A.) specific requirements for the conduct of activities.
2. Oversees the review and approval of documents relating to current and deferred gifts, investments, and trusts.
3. Reviews advertising and promotional materials relating to the Foundation to ensure compliance with all applicable policies, laws, regulations and statutes.
4. Assists the Human Resources Department on an as-needed basis.
5. Assists with board executive sessions to keep the board apprised of significant matters impacting the Foundation's business opportunities and general operations.
6. Collaborates and directs the review of all situations requiring specialized legal expertise to consider legal opinions on business issues and legislative matters impacting business operations.
7. Develops and installs procedures and controls to promote communication and adequate information flow regarding legal issues within the organization and externally with all existing and potential affiliated constituencies.
8. With the Vice President of Human Resources, initiates special training and guidance for the staff, board, and others as needed to comply with relevant policies, laws and regulatory rules.
9. Creates budgets and plans for legal resources requirements based on broad corporate goals and business growth objectives.
10. Establishes operating policies consistent with the Chief Executive Officer's broad policies and objectives and with the Chief Executive Officer and Vice President Director Human Resources,

ensures their execution through the senior staff members.

11. Work with outside legal counsel in analyzing new and pending laws and regulations which directly affect the Foundation's practices.
12. Coordinate federal and state regulatory communications, filings, etc. Along with the Chief Executive Officer and the Vice President of Human Resources, this position informs the Presbyterian Foundation board of violations of compliance of internal policies or regulatory rules.
13. Consults with and advises operating units and managers affected by regulatory requirements.

Demonstrated Skills

- Displays Adaptability – Responds positively effectively to new demands and challenges; willing to learn and create ways to implement new approaches and ways of thinking; embraces continuous learning.
- Making Effective Decisions – Analyzes information and selects the best alternatives; demonstrates decisiveness and commits to action after considering impacts and weighing alternatives; involves and consults others as needed or where appropriate.
- Modeling Integrity and Values – Acts with integrity and builds trusting relationships; models organization's values; champions diversity and demonstrates compassion.
- Cultivating Partnerships – Initiates and maintains strategic relationships inside and outside the organization; proactively seeks and initiates collaborative relationships; demonstrates interpersonal diplomacy.
- Communication – recognizes the necessity and practices open, consistent, honest, respectful and direct communication at all levels of the organization, with coworkers and constituents.
- Unity – demonstrates a high level of teamwork within the organization providing creative ideas and high quality solutions; works with others in organization as a cohesive unit and builds a strong rapport based on mutual understanding and cooperation.

Experience and skill Requirements

- 7-10 years' legal practice experience in several of the following legal disciplines:
 - Not for profit law and regulation, including tax laws
 - Charitable and family estate planning, including tax laws
 - State insurance, nonprofit, and trust law as it applies to charitable gift annuities
 - Human Resources
- Four-year baccalaureate degree and a juris doctor degree from an accredited college or university required
- Valid license to practice law in Indiana required
- The ability to quickly learn and work effectively within the polity, mission funding practices, and organizational structure of the Presbyterian Church (U.S.A.) is required.
- Ability to effectively orient and communicate business requirements to meet legal and fiduciary responsibilities

- Knowledge of data processing concepts to utilize computers to increase effectiveness of department's work preferred
- Ability to meet deadlines while managing multiple projects and activities of a complex nature required.
- Ability to manage the expenditure of funds within an approved budget and supervise personnel for the Legal Department required
- Ability to make competent public and compelling presentations to a variety of audiences is required

Physical Requirements

- Ability to communicate orally with management, co-workers, constituents, and public both individually and in a group/team environment
- Regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common
- Hearing and vision within normal ranges are essential for typical conversations to receive ordinary information and to prepare or inspect documents
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

Work Environment

- The job is performed indoors in a traditional office setting. Activities include extended periods of sitting and extensive work at a computer monitor and/or calculator.
- Moderate travel is required.

Forward resume to Lisa Pesavento
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Attn: HR Posting #18-12-1

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