



**Senior Counsel, Contracts and Compliance**  
**San Francisco, CA**

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time, and bring about positive change. We are here *because the earth needs a good lawyer*.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Honolulu, Chicago, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

The Senior Counsel will be focused mainly implementing a contract management system, drafting contracts, conforming contracts to Earthjustice standards and helping to negotiate contract terms with vendors. The Senior Counsel will also provide general support to the General Counsel's office, potentially on a variety of subjects related to compliance and meeting law firm best management practices.

**Responsibilities**

Contract Management System set up (20%):

- Implement contract management platform
- Customize the platform, as necessary
- Oversee collection of currently existing contracts, identifying key contract provisions for calendaring, loading the contracts into the new platform and calendaring critical dates

Contracts (60%):

- Develop training module and train staff on contract processing steps and key provision review
- Coordinate with IT on vetting all IT product or service providers on data security issues
- Coordinate with IT on management of personal information
- Review or draft service and product purchase contracts on an as-needed basis
- Review and revise proposed leases and construction (build out) contracts
- Update contract templates as needed



- Put in place or upgrade controls to ensure good contracting practices
- Maintain contract management system, assess performance and make any necessary changes
- As needed, select and supervise outside counsel; occasionally function as the client representative of Earthjustice

Compliance (20%):

Time permitting, the Senior Counsel may be asked to support General Counsel's office staff work of managing risk and assuring compliance/best practice implementation at the firm. Those activities may include:

- Lobbying registration and reporting
- Review insurance policies, benchmark, evaluate organizational risks/needs, prepare GC for annual insurance renewal
- Partner with Senior Operations Manager to complete, monitor compliance and conduct ongoing research/necessary revisions to physical security project and disaster preparation plans
- Do compliance calendaring; assist with designing any necessary calendaring solution
- Provide support for corporate governance projects
- Provide support to GC's office on ethics compliance issues
- Lead the project team for a document retention and revision/compliance project. Provide compliance guidance to leadership on corporate governance, financial structures, investments and other significant organizational issues as needed
- Conduct legal research on a variety of subjects, interpret laws, rulings and regulations and determine how they apply to Earthjustice
- Research, present options, gain consensus, select and retain firm to monitor trademark use
- Perform other duties as assigned

## **Qualifications**

- J. D. with strong academic record
- California state Bar admission and good standing
- Minimum of 3 years of successful experience practicing law
- Experience drafting and negotiating contracts with an eye to data security
- Experience leading projects in a law firm or legal department context
- High degree of emotional intelligence
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.
- Demonstrated legal expertise



- Ability to quickly grasp, research and assess a broad range of complex problems and present sensible solutions and alternatives
- Ability to summarize information and succinctly and clearly communicate analyses verbally and in writing to a range of internal clients
- Willingness to “roll up sleeves” and work with minimal support
- Strong attention to detail and care in executing written work
- Demonstrated integrity, strong work ethic, and sound judgment
- Outstanding communication skills, including the ability to translate complex legal concepts into layman’s terms and provide informative instruction to groups of staff
- Facility with developing collaborative relationships and managing and working with teams
- Strong ability to juggle multiple projects, prioritize, meet deadlines and see tasks through to completion.
- Ability to leverage technology, particularly database or web-based information platforms
- Proficiency in Microsoft Office applications
- Support for Earthjustice’s mission and advocacy-based approach to solving environmental problems

Preferred:

- Experience selecting and implementing technology used in law firms
- Knowledge of non-profit corporate law in the state of California
- Experience working on matters of corporate governance
- Experience contributing to training and organizational learning
- Experience with real estate law
- Non-profit experience although it can be through *pro bono* service

**Salary is based on experience.**

**Salary range for San Francisco, CA: \$127,400 - \$141,500**

We offer a mission and employee-focused work environment and a competitive compensation package including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

## **To Apply**

Interested candidates should submit the following online via the Jobvite system:

- Cover letter
- Resume

[Click here to apply online](#)



Applications will be reviewed on a rolling basis.

Please reach out to **jobs@earthjustice.org** if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

*Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.*

*For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.*

*For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*