

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, Chicago, Los Angeles, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

The Senior Counsel will draft contracts, conform contracts to Earthjustice standards and help to negotiate contract terms with vendors. There will also be some focus on completing implementation of the Ironclad contract management system, expanding use of the platform features to benefit other departments in their work and perhaps integrating the Ironclad with other platforms at use in the organization. The Senior Counsel will also provide support to the General Counsel's office on a variety of subjects related to compliance and meeting law firm best management practices standards.

Responsibilities

Contract Management Platform Oversight and Improvement (10%):

- Complete implementation of the Ironclad 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
- Train new users on the platform
- Oversee improvement of reference materials for users

Contracts (40%):

- Develop training module and train staff on contract processing steps and key provision review
- 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 (50%):

The Senior Counsel will support General Counsel's office staff work of managing risk and assuring compliance/best practice implementation at the firm. Those activities may include:

- Conduct research, benchmark and draft organizational policies
- Audit or oversee 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
- Prepare and deliver legal training tailored to the needs of the organization
- Perform other duties as assigned

Qualifications

REQUIREMENTS:

- J.D. with strong academic record
- California state Bar admission and good standing
- Minimum of 5 years of successful experience practicing law
- Experience drafting and negotiating contracts with an eye to data security and privacy law
- Demonstrated success at leading projects in a law firm or legal department context
- High degree of emotional intelligence and self-awareness
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations
- 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 communicate analyses verbally and in writing to a range of internal clients
- Willingness to work with minimal support
- Strong attention to detail
- Demonstrated integrity, strong work ethic, and sound judgment
- 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
- Experience drafting organizational policies
- Non-profit experience although it can be through *pro bono* service
- Experience conducting legal training

Salary is based on experience.

Salary range for San Francisco, CA: \$131,200 - \$145,800

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
- A short writing sample demonstrating the ability to focus on critical facts/law, distill a complex legal concept and present concise legal analysis or demonstrating ability to draft an easily understood policy.

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.