

**JOB TITLE:** Assistant General Counsel

**POD/CORE MANDATE:** The Governance and Compliance team will serve as a partner and resource to support all staff in complying with legal requirements and organizational standards for Ends achievement by providing audit, contract, evaluation, governance, grant and legal support with the highest degree of professionalism and integrity.

**PURPOSE:** The assistant general counsel will provide legal advice and support to the foundation on U.S. and international legal matters.

### **KEY ACCOUNTABILITIES/ESSENTIAL FUNCTIONS**

- Provide legal counsel to foundation staff in a variety of areas, with a focus on grantmaking, contracts, policy and advocacy, workforce mobility, and state and local registrations. Other areas of support may include employment matters, employee benefit programs, intellectual property matters and impact investments.
- Advise foundation staff on structuring grants. Review grant application materials for compliance with applicable laws, regulations and foundation policies.
- Prepare, review and negotiate grant agreements, contracts to procure goods and services, licenses, leases and other legal documents.
- Manage compliance with U.S. and international corporate filing requirements.
- Advise and provide training on the application and interpretation of laws and policies in areas of responsibility.
- Coordinate with outside counsel in areas of responsibility.
- Conduct legal research.
- Perform other related duties and projects as directed.

### **JOB REQUIREMENTS**

<b>Education/ Experience</b>	<ul style="list-style-type: none"> <li>• Juris Doctor from ABA accredited law school required.</li> <li>• Must be admitted to practice law (any state, in good standing) with ability to obtain admittance in Michigan.</li> <li>• At least five years of relevant law practice experience with a law firm and/or in-house legal department required.</li> <li>• Experience advising private foundations or other tax-exempt entities preferred but not required.</li> <li>• Experience drafting and negotiating contracts preferred but not required.</li> <li>• Experience in corporate, employment, intellectual property, privacy, real estate and/or technology law helpful but not required.</li> <li>• Experience working effectively with persons from diverse cultural, social, and ethnic backgrounds and ability to drive strong relationships.</li> </ul>
<b>Assistant General Counsel Core Capabilities</b>	<ul style="list-style-type: none"> <li>• Strong work ethic and attention to detail.</li> <li>• Ability to handle multiple tasks and projects effectively and efficiently to meet deadlines.</li> <li>• Excellent written and oral communication skills, including the ability to communicate legal concepts and requirements clearly to internal clients.</li> <li>• Strong analytical and legal research skills.</li> <li>• Strong interpersonal skills, and a commitment to collaboration and teamwork with staff at all levels.</li> <li>• High level of ethics and commitment to WKKF mission, vision and core values.</li> <li>• Absolute integrity and discretion essential. This position will have access to sensitive and confidential information. Breach of confidentiality could result in termination.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated knowledge, sensitivity and proactive support of racial equity, diversity and multiculturalism with an ability to work with persons from diverse cultural, social and ethnic backgrounds.</li> </ul>
<b>Desired Qualities and Characteristics</b>	<ul style="list-style-type: none"> <li>• <b>Brings People Together:</b> Influencer – Is able to influence others without using authority.</li> <li>• <b>Collaborative:</b> Goes beyond working independently to with interdependently with others on the team.</li> <li>• <b>Conflict Competence:</b> Proactively engages and helps others engage in productive conflict.</li> <li>• <b>Intercultural Competence:</b> Able to shift cultural perspective and adjust behaviors in culturally appropriate and authentic ways.</li> <li>• <b>Ego Management:</b> Is aware of and able to manage own ego.</li> <li>• <b>Teaming Skills:</b> Goes beyond technical competence to skillful interpersonal performance on teams.</li> <li>• <b>Listens Well:</b> Seeks to understand before being understood or acting.</li> <li>• <b>Shared Accountability:</b> Is willing to hold other team members accountable and be held accountable by other team members, not just one's own people leader.</li> <li>• <b>Results-Oriented:</b> Highly motivated to succeed. Produces high quality and timely results.</li> <li>• <b>Maintains Integrity:</b> Acts in accordance with stated values. Deals with others honestly and ethically. Tells the truth regardless of the circumstances.</li> </ul>

### **POSITION SPECIFICATIONS**

<b>Workflow Lead</b>	Legal, Grants and Contracts squad leader
<b>Career Lead</b>	Governance and Compliance chapter leader
<b>People Leader</b>	Not a people leader
<b>Travel Expectations</b>	Minimal as required to support job duties
<b>Job Family</b>	Senior Knowledge Worker
<b>Career Level</b>	Principal
<b>Salary Grade</b>	I
<b>FLSA Classification</b>	Exempt