



Position: Chief Legal Officer

Organization: America 250 Foundation

Date Posted: December 15, 2021

Applications Due: January 15, 2022

Start Date: ASAP

About America250 and the America 250 Foundation:

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our complicated past and ignite shared optimism for our future through engaging programs and experiences. Together we are inspiring the American spirit within all Americans and each American, grounded in our nation's founding principles, for our continuing journey toward a more perfect Union.

The America 250 Foundation (Foundation) is the 501(c)(3) nonprofit organization that serves the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and noncommercial partnerships, marketing, and fundraising efforts. For more information visit www.america250.org.

Position Description, Duties and Responsibilities:

The America 250 Foundation is seeking a seasoned Chief Legal Officer who will provide traditional legal support services as the in-house Chief Counsel to the Foundation in addition to activities. The Chief Legal Officer will report to the Foundation President and CEO.

In this role, the Chief Legal Officer will actively participate as a member of the Foundation senior management team and provide business solutions to problems in addition to legal analysis of issues that affect the Foundation. The position plays a senior leadership role in the Foundation by building out the structure, policies, and processes of the Foundation; partnering with other senior leaders, operations, and program staff to provide timely and comprehensive advice and training on a variety of legal issues, and collaboration with the in-house counsel for the U.S. Semiquincentennial Commission as necessary. The Chief Legal Officer will oversee the management of the Foundation's legal issues and staff as well as outside counsel relationships and contracts to ensure compliance with all legal obligations.

This position provides a unique opportunity for a lawyer and creative thinker committed to the nonprofit sector to join, build out a legal function, and help lead an exciting, growing organization.

The ideal candidate will be able to provide advice and counsel on a wide range of issues which impact a nonprofit (e.g., tax, finance, trademark and copyright, human resources, and governance) and should be looking for a leadership opportunity to manage all legal issues within a unique environment. While a valued member of our team, the CLO must

also be “hands-on” and be able to work independently.

Responsibilities:

- Provide general advice and counsel in the areas of federal, state and local laws applicable to America 250 Foundation as a 501(c)(3) foundation, including contract drafting, human resources, intellectual property, finance and tax law compliance, lobbying activity, ethics rules, and record retention regulations and where necessary, seek outside expertise and counsel support
- Manage the Foundation’s legal staff and budget; monitor, coordinate and report on Foundation legal budget execution issues to the Director of Finance and CEO
- Conduct and analyze legal research that affects the Foundation and prepare findings, recommendations, templates, and plans as necessary
- Review, draft and negotiate a variety of Foundation agreements and contracts in a timely manner
- Manage the Foundation’s relationships with outside counsel on tax, ethics, records retention, lobbying, human resources, intellectual property (the Foundation’s trademark portfolio including licensing of images and other content), corporate governance, real estate, and human resources issues; and partner with outside counsel to file all required federal, state, and local disclosures related to lobbying, finance, and other related issues
- Assist CEO with developing and executing a strategy on enterprise risk management to include insurable operations risks, including cybersecurity
- Serve as a thought partner to relevant senior staff on employment and benefits administration issues
- Draft guides and other materials for staff covering a variety of compliance areas and develop training for staff as appropriate
- Oversee the management of Conflicts of Interest policies
- Coordinate with relevant senior staff to maintain a system for tracking all corporate governance documents and the records retention policies for the Foundation
- Managing and maintaining corporate filings (Delaware Annual Report, annual fundraising registration filings, VA nonprofit filings, etc.) Coordinate, and collaborate with the U.S. Semiquincentennial Commission (“USSC”) and/or staff on all matters affecting both the USSC and the Foundation

Requirements:

- Able to communicate and work with people of different backgrounds internally and externally to achieve shared goals
- Experience with Intellectual Property (IP)
- Strong management skills
- Ability to adeptly evaluate and determine appropriate courses of action for situations which are highly sensitive and confidential
- Reliable, resourceful, and proactive to find creative solutions to balance the legal risk of the organizations with its programmatic goals
- Committed to living the Foundation’s values
- Juris Doctorate degree from ABA approved law school and admitted to the Virginia Bar in good standing
- Five (5) plus years’ experience in practice of law, including strong 501(c)(3) experience.

Additional Position Information:

- This is a full-time position with an anticipated start date as early as February 1, 2022
- The America 250 Foundation offers competitive salaries and a robust benefits package.
- All America 250 Foundation employees receive an annual review and salary adjustment.
- The America 250 Foundation office is located in Alexandria, VA near the King Street Metro. The America 250 office is temporarily closed due to COVID-19, and all employees are currently remote. The staff will be returning

to the office in January 2022 on a part time basis for phase 1 and incrementally return to a more full-time status based on current COVID -19 conditions.

- Travel for this position may be required and is expected to be no more than six trips/year. America 250 staff will follow OMB travel guidance, and travel for all America 250 Foundation staff will only resume when it is fully safe to do so.
- The America 250 Foundation and U.S. Semiquincentennial Commission remain committed to an inclusive environment where diverse ideologies and experiences are shared in a supportive, team-oriented environment. The Foundation prioritizes diversity in its hiring, promotion, compensation, and development practices, and is committed to ensuring that the organization is fully representative of the diversity of the nation we represent.

To apply for this position, please email your resume and cover letter to jobs@america250.org by January 15, 2022

The America 250 Foundation adheres to the equal employment opportunity guidelines set forth by federal, state and local laws and does not discriminate based on race, religion or creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic characteristics, marital status, sex or gender (which includes pregnancy, childbirth, or related circumstances), gender identity, gender expression, age, citizenship, sexual orientation, family care or medical leave status, military and veteran status, political affiliation, or any other characteristic protected by federal, state and local laws.