



Position: General Counsel

Organization: America 250 Foundation

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 General Counsel who will lead the Foundation's legal team in providing comprehensive legal support services to the Foundation in addition to activities. The General Counsel will report to the Foundation President.

In this role, the General Counsel 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 counsel for the U.S. Semiquincentennial Commission as necessary. The General Counsel 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 dynamic, programming centered nonprofit (e.g., contracts, 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. The General Counsel must also be "hands-on" and be able to work independently as a valuable member of a growing team.



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, information technology, and record retention regulations and where necessary, seek outside expertise and counsel support
- Partner with Foundation Planning and Programming, Development, Marketing and Communications teams to provide high level strategic legal advice for a wide range of issues related to Foundation programs, fundraising, and marketing and branding strategies
- Manage the Foundation's legal staff and budget; monitor, coordinate and report on Foundation legal budget execution issues to the Vice President of Finance and President
- Conduct and analyze legal research that affects the Foundation and prepare findings, recommendations, templates, and plans as necessary
- Negotiate, draft, and review a variety of Foundation agreements and contracts in a timely manner
- Manage the Foundation's relationships with outside counsel and partner with them as necessary to provide comprehensive legal advice
- Assist the President and Chief Technology Officer with developing and executing a strategy on enterprise risk management to include insurable operations risks, including cybersecurity
- Serve as a thought partner to the Vice President of Human Resources on employee relations, compliance, human resources policies, and benefits administration issues
- Coordinate with senior operations team to prepare 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 President and other senior staff to maintain a system for tracking all corporate governance documents and the records retention policies for the Foundation
- Manage and maintain 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

Minimum Qualifications/Experience

- Juris Doctorate degree from ABA approved law school and admitted to the Virginia Bar in good standing
- Seven (7) years' experience in the practice of law, with at least three (3) years' experience as in-house counsel at a 501(c)(3) organization, or equivalent experience.



Knowledge/Skills/Abilities

- Able to communicate and work with people of different backgrounds internally and externally to achieve shared goals
- 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

Additional Position Information:

- This is a full-time position with an anticipated start date as early as January 1, 2023
- The America 250 Foundation offers competitive salaries and a robust benefits package.
- The America 250 Foundation office is in Alexandria, VA near the King Street Metro. Current return to work policies requires employees within a 55-mile radius to report in person at least two (2) days per week. RTO policy is subject to change based on current COVID -19 conditions.
- Overnight travel for this position may be required and is expected to be no more than six trips/year.
- 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 recruitment@america250.org . Resumes will be reviewed by a rolling basis.

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.