

JOB ANNOUNCEMENT

Job Title	Assistant General Counsel
Reports to	General Counsel
Location	New York, NY (Times Square area)
Status	Full-Time

JOB SUMMARY

Wellspring Philanthropic Fund is seeking to fill the position of Assistant General Counsel. The Assistant General Counsel will work under the direction of the NY-based General Counsel and will work on all transactional, legal and compliance matters handled by the General Counsel's office. This includes significant support for contracts, knowledge management and grantmaking, as well as other legal matters that arise.

KEY RESPONSIBILITIES

- Negotiating, reviewing and managing contractual arrangements with outside service providers, including administrative and programmatic consultants and vendors.
- Working with the Knowledge Management team to structure and implement new document management and record keeping policies and systems.
- Delivering on the day-to-day records management activities including working across the foundation to update the records schedule, policies, and procedures, coordinate and train record liaisons, manage record dispositions, and train staff on records and knowledge management principles and initiatives.
- Working with the Grants Management team on legal issues relating to grants, including tax and OFAC compliance.
- Working with the Information Systems and Security team on appropriate terms for technology platforms and services agreements.
- Drafting and advising staff on interpretation of foundation policies and procedures.
- Research and advise as requested on special projects throughout Wellspring.

KNOWLEDGE AND SKILL REQUIREMENTS

- JD degree, New York license and a minimum of 3 years of experience; non-profit experience is a plus.
- Commitment to Wellspring's mission.
- Solid understanding of legal principles and practices.
- Experience in contract creation and negotiation, knowledge of contract provisions and contract management.
- Project management experience, ability to manage multiple projects concurrently and meet deadlines.
- Ability to prepare and present effective written and oral recommendations and advice.
- Experience that demonstrates maturity, judgment and discretion handling confidential information.
- Demonstrated team player able to work on cross-functional teams with emphasis in the areas of information technology and finance.
- Excellent communications skills, interpersonal skills and attention to detail.
- Proficiency using standard office software, contract management tools and legal research tools.
- A commitment to continued learning on issues related to race, gender, diversity, equity, inclusion and belonging is required of all Wellspring staff, as we value social justice as an organizational operating principle.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed

SALARY AND BENEFITS

Salary range: \$140,00-\$150,000 based on experience. Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners and qualified family members). Wellspring also offers other benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, up to \$5,250 in annual student loan repayment or college savings assistance for qualified dependents and is committed to providing transgender-inclusive healthcare.



ABOUT WELLSPRING

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC. Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

As a private foundation, Wellspring's key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs, administer grants and monitoring grantee performance; and work to promote the effectiveness of programs that receive donor funding.

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world.

Wellspring hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment).



HOW TO APPLY:

Interested candidates should apply by submitting the materials listed below to mm@machlowitz.com with "Wellspring – Assistant General Counsel" in the subject line. Machlowitz Consultants, Inc. will review all applicants and, upon qualification, contact you to determine next steps.

APPLICATION MATERIALS:

- Resumé
- Thoughtful cover letter, including how you became aware of this opportunity (i.e. job portal, referral, etc.) salary requirements (must specify actual amount and range); and a description of your fit for and interest in this role.