

**WELLSPRING PHILANTHROPIC FUND
GENERAL COUNSEL**

www.wpfund.org

The Organization:

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. With offices in Washington, D.C. and New York City, 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.

Position Summary:

Location: New York City

Reports to: Chief Operating Officer and Foundation Board/Family Office President

Chief responsibilities of the General Counsel include: supervision of the Legal and Grants Management departments, and the key functions of Foundation legal compliance, policy development and review, contract review, tax/990 review, employment issues, serving as a liaison with outside counsel as needed and coordinating knowledge management.

The General Counsel will report directly to the Chief Operating Officer (COO) for the majority of these functions, but will report directly to the Foundation Board/Family Office President on board governance and related issues.

The General Counsel will be a member of the Operations Management Team.

Key Responsibilities:

Corporate Governance

(Reports to Board/Family Office President on this topic)

- Oversee communication with WPF Board concerning corporate business (e.g., agenda review, preparation of minutes, resolutions and other essential approvals, notification of election, scheduling of and attendance at meetings, mailings, terms of office, etc.), Board Handbook, etc. With others, oversee planning and logistics for board meetings and committee meetings.
- Advise and counsel on corporate governance issues.
- Manage enterprise risk management.
- Develop and implement corporate governance "best practices".

Legal/Contracts/Compliance

(Reports to COO on this topic)

- Overall responsibility for the Legal and Grants Management departments, managing the Director of Grants Management and the Associate General Counsel.
- Advise program staff on legal and compliance issues relating to domestic and international grants, including tax and OFAC compliance.
- Advise on a broad range of corporate, employee, employee benefit, tax, regulatory, and compliance matters.
- Negotiate, review, and prepare as requested, provisions of grant letters and other grant-related documents.
- Keep leadership and operational teams apprised of compliance status and regulatory updates.
- Oversee compliance with Foundation Conflict of Interest and other associated policies; develop policies, and training as required to ensure compliance.
- Prepare routine legal opinions on private foundation excise tax matters, if needed.
- Support the legal needs of the contract management and procurement function.
- Serve as liaison with and consult with outside counsel as necessary.
- Review 990 for compliance.
- Work with Director of Information Systems and Security to address risk and security issues.

Knowledge Management

(Reports to COO on this topic)

- Co-chair Knowledge Management Task Force to ensure that Wellspring's culture and technology support a cohesive ecosystem that promotes learning, innovation, and collaboration.

Management

(Reports to COO on this topic)

- Serve on Operations Management Team in assisting in achieving strategic plan and addressing issues as they arise.
- Represent the Foundation at meetings related to legal issues affecting foundations.
- All other duties and responsibilities as assigned by the COO and/or President.

Qualifications:

Skills, Education, Experience and Knowledge

- Minimum of 10 years of professional legal experience is required. Nonprofit or private foundation experience is required.
- Solid understanding of legal principles and practices governing a leading 501(c)(3) organization is required. Experience with social justice organizations is preferred.
- J.D. degree and the ability to practice law in the State of New York is required.
- Broad knowledge of foundation law and practice, the ability to apply that knowledge to new situations (i.e., analysis of grants in the context of a variety of different foreign countries and their legal systems), and ability to judge when it is appropriate to obtain outside assistance or opinion.
- Understand and have experience with international grantmaking.
- Excellent writing, critical thinking, and communication skills.
- Ability to handle confidential information with integrity and complete discretion.
- Ability to work independently – with minimal administrative support – and manage multiple projects simultaneously, be flexible, detail oriented, able to prioritize, and consistently practice good judgment.

- Ability to analyze highly complex legal and business concepts and then articulate - in plain English - logical, coherent and practical solutions.
- Strong skills managing/supervising a team of seasoned professionals as well as mentoring newer staff.
- Collegial and collaborative work style. Strong interpersonal skills.
- Commitment to human rights and social justice issues.
- Understands and values social justice, including racial and gender equity as an organizational operating principle – and is committed to continued learning on issues related to race, gender, equity, diversity, and inclusion.
- Experience with domestic and international grantmaking highly preferred.
- Experience with advocacy and lobbying compliance a plus.

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.

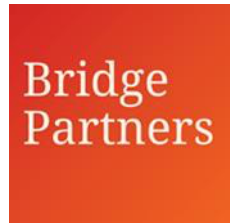
Salary & Benefits:

- Salary range of \$350,000–\$400,000, commensurate with 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 contribution), 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.

Wellspring's Institutional Culture Of Respect, Equity, Inclusion And Belonging:

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 Foundations' 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.



COVID-19 Hiring Update:

Wellspring's Offices have returned to in-person work using a hybrid model. Staff are required to be fully vaccinated and to work from the office Tuesday - Thursday and have the option to work remotely Monday and Friday. To ensure the safety and well-being of our employees, we will continue to monitor the situation and follow the recommendations from the Centers for Disease Control and Prevention.

To apply, please contact:

Ryan Whitacre
Partner, Bridge Partners
ryan.whitacre@bridgepartnersllc.com

Tory Clarke
Partner, Bridge Partners
tory.clarke@bridgepartnersllc.com

Your application should include the following information in PDF format:

- a current resumé;
- a thoughtful cover letter;
- your salary requirements.

All applicants must be legally eligible to work in the United States at the time of hire to be considered for this position.

Applications will be considered on a rolling basis,
so we encourage you to submit your interest as soon as possible.
