



Job Title: Director of Legal Affairs
Reports To: Chief Financial & Administrative Officer (CFAO)
Status: Exempt, Full-Time
Updated: July 2022

Position Purpose

The Director of Legal Affairs has primary responsibility for Nebraska Community Foundation (NCF) policies, fund agreements, contracts and the activities of NCF's public/private partnerships. Also responsible for assisting with human resources and overseeing selected compliance matters.

Examples of Specific Duties and Responsibilities

- Oversee drafting and perform review of fund and account agreements.
- Work with Director of Advancement and Director of Gift Planning to assist prospective donors and their advisors in making current and planned gifts to accomplish donors' charitable goals and NCF mission fulfillment.
- Draft and/or review contracts for NCF and affiliated funds
- Monitor NCF policies, recommend changes and/or new policies and revise as necessary
- Build and maintain relationships with federal and state government officials and directors of public/private partnership funds, including the Platte River Recovery Implementation Program and Rainwater Basin Joint Venture.
- Responsible for cooperative agreements, grants, contracts and procurement policies for public/private partnerships
- Responsible for related progress reports for public/private partnerships
- Work with CFAO to develop and administer personnel policies and procedures, including performance assessment, employee benefit programs and compensation programs.
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Create and implement a continuing education program for development and the health and safety of all NCF employees
- Remain current with all legal, regulatory and policy issues with respect to the non-profit industry and other affiliations for NCF
- Work with outside legal counsel as needed

Education, Skills and/or Experience

- Bachelor's and J.D. degrees required
- Minimum five years relevant experience
- Licensed to practice law in Nebraska
- Strong written and verbal communication skills, including the ability to articulate the NCF mission in a way that inspires current and prospective donors, affiliated fund leaders and staff

- Ability to problem solve in a manner that balances community self-determination with good governance and legal compliance
- Active listener
- Proficient writer of all types of documents, including gift agreements, contracts, memos and letters
- Knowledge of charitable law
- Knowledge of charitable giving and estate planning is desired
- Comfort with ambiguity and ability to promote change within the organization
- Strong administrative, time management, follow-through, and organizational skills
- Have a problem-solving mindset
- Strategic and critical thinking skills
- Big picture thinker who can also give attention to detail

Other

- Nebraska Community Foundation is based in Lincoln, NE with remote employees located across the state. This position requires some travel within Nebraska, including overnight travel.
- Some night and weekend work required
- Excellent attendance and timeliness
- Valid driver's license and reliable transportation required

This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.