

## **Job Description**

### **General Counsel & Chief Administrative Officer**

#### **Introduction**

WildAid is a growing and dynamic global wildlife conservation non-profit based in San Francisco, California, with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid manages a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and capacity building.

#### **Job Description**

WildAid seeks an experienced General Counsel & Chief Administrative Officer to join its senior leadership team to ensure the legal compliance of all aspects of day-to-day operations, including but not limited to corporate governance, fundraising, tax, intellectual property, privacy, labor and employment, contract, and insurance law. The successful candidate will be an effective guardian of the organization and will facilitate programmatic and operational strategies ensuring legal compliance and limiting risk exposure while maintaining the core impact of the organization. The General Counsel & Chief Administrative Officer will be familiar with the accountabilities of a legal role in the non-profit and mission-focused space and will be interested in a role that extends beyond strictly legal matters to encompass responsibilities that support the organization in an administrative and operational capacity. The General Counsel & Chief Administrative Officer must be comfortable thinking creatively to generate solutions and exercising strategic judgment to help navigate nuanced situations.

The General Counsel & Chief Administrative Officer (CAO) will report to WildAid's CEO.

Key responsibilities of the General Counsel & CAO, include:

- As a member of the senior leadership team, work with the CEO and President to provide strategic leadership and guidance to WildAid.
- Advise leadership and staff on the legal issues affecting the operations of an international nonprofit organization, including corporate governance, finance and tax, charitable solicitation, commercial co-ventures, planned giving, international grantmaking, labor and employment, and lobbying.

- Fully manage the Human Resources function for WildAid, including supervision of a Human Resources Manager/Office Manager, and advising on legal employment matters and all other facets of HR. Review and revise employee handbook and related policies, oversee disciplinary actions, oversee onboarding and offboarding, and manage the classification of and agreements for US-based and international independent contractors. Stay abreast of developments in federal, multi-state, and international employment law and take all necessary steps to maintain compliance.
- Support and advise the board of directors, including planning and attending quarterly meetings of the board of directors, drafting and revising corporate policies, bylaws, drafting minutes, preparing agendas, and drafting resolutions.
- Manage the organization's trademarks and intellectual property portfolio, various insurance policies (including international liability), and draft and review a wide range of contracts, including grant agreements, leases and other contracts.
- Develop and maintain close working relationships with pro bono counsel, and determine how to engage them to support WildAid's legal needs.
- Draft, train staff, and enforce various organizational policies and procedures, such as policies for gift acceptance, procurement, safeguarding, and workplace policies including the Employee Handbook and related employment policies.
- Oversee all data privacy and security issues, training, and compliance, including US data privacy and GDPR.
- Perform any other duties assigned.

### **Key Competencies & Ideal Profile**

We are in search of an experienced non-profit General Counsel with broad-based prior experience and a demonstrated interest in conservation who will flourish in an expanded role that requires a high degree of independence. A proactive and adaptable approach is essential. This role requires a collaborative spirit to engage effectively with colleagues across the organization.

### **Required Qualifications**

**Experience:** Minimum of 8 years' experience practicing law, particularly employment and contract law. Familiarity and experience with international law (preferred); Familiarity and experience with nonprofit law (preferred). Prior in-house counsel experience is desired. Experience working with a global organization and familiarity with working cross-culturally and with those of diverse backgrounds and perspectives.

**Education:** Juris doctor degree from an accredited law school and admission to practice in at least one state.

**Skills:** Strong people skills, excellent communication and interpersonal abilities, adept at project management. Comfort exercising strategic judgment to help navigate complex legal situations in furtherance of the organization's mission. Ability to work well in a team setting. Commitment to the mission and values of the organization.

### **Compensation**

This is a full-time, exempt position. The salary range is \$110,000-\$130,000 USD annually, commensurate with skill, experience, and internal equity. Competitive benefits package includes: Employer-sponsored medical coverage and life/AD&D insurance; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

### **Location**

This position may be performed remotely from a home office within the United States. Preference for candidates based in California, or other states in which WildAid has existing registration (NY, NJ, FL, TX, IL, OR, VA, MD, or Washington DC).

Work shall be performed primarily during regular business hours, with the need to participate in meetings at various times outside normal business hours. Depending on the location of the successful candidate, some domestic travel (approximately 2-3 times per year) may be required to attend meetings of the Board of Directors, staff and senior leadership.

### **How To Apply**

To apply, please send your resume/CV, and a brief cover letter to [jobs@wildaid.org](mailto:jobs@wildaid.org). Applications will be considered on a rolling basis until the role is filled.

The successful applicant must be authorized to work in the US and must meet the requirements of WildAid's background screening process.

### **Equal Opportunity Employer**

WildAid is committed to being inclusive and is proud to be an equal opportunity employer. We will consider all applications and applicants.