FOUNDATION FOR THE CAROLINAS

Title:	Associate Counsel & Compliance Officer	Division/Department:	Philanthropic Advancement

Reporting To: Deputy Counsel & Vice President

FLSA Classification: [X] Exempt [ ] Non-Exempt

Employment Type: [X] Full Time [ ] Part Time [ ] Intern [ ] Contract

POSITION SUMMARY

The Associate Counsel & Compliance Officer is a multi-faceted role with responsibilities impacting the Foundation both internally (including FFTC's affiliates and supporting organizations) and externally. The position supports the Deputy Counsel & Vice President (Deputy Counsel) as well as the Senior Vice President & In-House Counsel (In-House Counsel) in managing the Foundation's legal work and, as a member of the Philanthropic Advancement Team, supports the Foundation's development and planned giving activities. The position will also oversee the development, implementation and administration of FFTC's risk and compliance programs consistent with the direction of the Executive Team and Legal Team.

DUTIES & RESPONSIBILITIES

Assist Deputy Counsel and In-House Counsel in fulfilling the following responsibilities pertaining to the Foundation's legal work:

- Provide legal guidance on applicable non-profit laws, corporate laws, estate planning laws and any other legal areas affecting the Foundation with a focus on supporting the Foundation's ability to achieve its organizational goals.
- Manage the Foundation's legal work including:
  - Identifying, researching and analyzing legal issues, and preparing memoranda and opinions addressing such legal issues.
  - Drafting, reviewing, and negotiating a broad range of agreements, contracts and other documents with donors, clients, grantees, vendors and other parties.
  - Reviewing and revising fund agreements and other Foundation forms and agreements.
  - Providing legal support and counsel to all internal teams, FFTC business lines and civic leadership projects.
  - Retaining and coordinating activities with Foundation's external counsel.
- Stay up-to-date on relevant developments in areas of local, state, Federal and international law affecting the Foundation (including potential changes in applicable tax laws), as well as legal developments applicable to the Foundation's clients and donors; work to protect FFTC's interests in connection with proposed changes in tax laws; assist in preparing communications to donors and other constituents regarding developments.
- Protect the Foundation, its assets, reputation, legal status, and rights (including contractual rights).
- Develop legal and compliance infrastructure.
- Provide training (including CLEs) to outside constituents such as professional advisors as well as internally to FFTC team, including training on both legal issues and using legal resources.

Assist in fulfilling the following planned giving and development responsibilities:

- Facilitate and support the Foundation's planned giving and development activities in coordination with other Philanthropic Advancement team members and senior management, including:
    - Working with FFTC relationship managers to provide high level service to key clients, prospective donors and boards.
    - Tracking, cultivating and soliciting new prospects, donors and planned giving activities, including the creation of new funds, as well as identifying opportunities to expand philanthropic relationships with existing clients.
    - Working with donors and professional advisors on complex gifts including planned gifts and gifts of real estate, closely held business interests and other non-cash gifts.
    - Managing complex gift transfers including due diligence review, along with Deputy Counsel and In-House Counsel.
    - Facilitating the receipt of realized planned gifts.
    - Cultivating and managing Professional Advisor relationships to attract new business.
    - Providing assistance to nonprofit clients/constituent organizations with respect to their fund development and growth, including fund management and investment, board education and training, donor solicitation and recognition, etc.
    - Working with the Marketing & Communications team to develop communication vehicles to educate prospects, clients and professional advisors about FFTC planned options, as well as to promote the establishment of planned gifts and other funds with FFTC.
    - Assisting in preparation and presentation of CLEs and other programs for professional advisors and other groups on planned giving and other topics.
    - Exploring opportunities for planned giving growth at the Foundation, including potential new planned giving vehicles and new policies.

Work with Deputy Counsel and other FFTC team members (including the Executive Team) to:

- Develop FFTC's risk and compliance programs.
- Oversee the development, implementation and ongoing administration of a compliance tracking and review system, ensuring that the system enables FFTC to:
    - Document compliance related tasks.
    - Identify the person/position responsible for each item of compliance.
    - Track, document and provide managerial updates on the status of compliance related tasks.
- Review and implement improvements to FFTC's internal policy management.
    - Review and categorize internal policies in all facets of FFTC work.
    - Work with leadership to develop procedures and policies for specific issues and areas.
    - Develop monitoring program for ongoing maintenance.
- Assist in creation and oversight of FFTC's programs for vendor management, client management, and contract compliance.
- Oversee the development, implementation and administration of a formalized risk management framework.
- Work collaboratively with others in developing compliance and risk recommendations and solutions.
- Diligently monitor current trends and developments to identify emerging new risks.
- Provide periodic managerial updates on the effectiveness of FFTC's compliance and risk programs.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Job Qualifications

- Bachelor's and Juris Doctor degrees are required.
- License to practice law in the state of North Carolina is strongly preferred.
- Minimum of four years of legal practice required; notable experience with issues affecting 501(c)(3) tax-exempt organizations, which may include: tax or advocacy expertise; trust and estates, tax and charitable planning matters; corporate governance; and general legal work on behalf of nonprofit clients, strongly preferred.
- It is preferable that this position bring knowledge of the laws applicable to community foundations, supporting organizations, private foundations and their donors and grantees and of the legal rules that apply to the Foundation and to tax-exempt 501(c)(3) organizations generally (public charities as well as private foundations) at the state, federal, and international levels.
- In-house experience at a public or private foundation or large public charity (e.g., an advocacy organization, university, or similar environment) and/or experience in a law firm focusing on estate tax matters and/or nonprofit organizations preferred.
- Experience in compliance and/or risk management is ideal, but not required.
- Experience translating complex concepts into practical processes and writing accessible to a lay audience.
- Excellent collaborative teamwork skills
- Excellent communication skills, both oral and written
- Familiarity with the greater Charlotte region – and issues, organizations, people and resources associated thereto – is preferred.

Skills and Abilities:

- The ability to juggle multiple priorities, manage projects, conduct change management, organize time, and identify resources for projects.
- Ability to understand the Foundation's goals and to counsel its staff on how to achieve those goals, while factoring in legal risks and compatibility with the Foundation's systems and policies.
- Strong client-service skills including the ability to creatively and effectively solve problems, identify issues in complex situations, recognize patterns and trends, develop comprehensive solutions to recurring issues, and apply relevant expertise and experience to diverse legal questions.
- Excellent research, analytic, verbal and written communication skills with attendant proficiency in various computer applications (including Word, Excel and PowerPoint).
- Strong organizational, interpersonal, collaborative and leadership abilities.
- Ability to interact well with diverse populations and constituencies.
- Strong desire and ability to learn and become a subject matter expert in new areas.
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

Position Specific Competencies

Select from the following position-specific competencies. Please limit the number of competencies to 7 or less.

All Employees:	x	Communication & Interpersonal Skills				
Executive Team:		Leadership		Strategic Thinking		Fiscal Stewardship
All Supervisors:		Delegating Responsibility & Empowering Employees		Managing Employee Performance		Ensures Consistent Policies & Practices

General:

- [ ] Affiliate Management
- [ ] Budgeting & Cost Awareness
- [ ] Building Organizational Commitment
- [ ] Building Team Environment
- [ ] Client Records
- [ ] Concern for Employee Satisfaction
- [ ] Customer Skills
- [ ] Dependability
- [ ] Ensures Proper Training in New Technologies
- [ ] Entrepreneurial Orientation
- [ ] Equipment Skills
- [ ] Fund Management
- [ ] Implementing New Technologies
- [ ] Initiative
- [ ] Innovative Thinking
- [ ] Job Skills
- [ ] Managing Meetings
- [x] Managing Multiple Priorities
- [ ] Meeting Targets
- [x] Presentation Skills
- [ ] Product Knowledge
- [ ] Productivity
- [x] Project Management
- [ ] Quality of Work
- [x] Relationship Building/Networking
- [ ] Results Oriented
- [x] Technical Skills
- [ ] Time Management
- [ ] Training & Development
- [x] Writing Skills