**General Counsel Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a General Counsel to be in charge of providing independent, strategic legal guidance and management of organizational legal risks and opportunities.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Advise Senior Management Team, Boards of Directors and other staff on legal risks and mitigation measures
* Ensure organizational compliance with federal, state, and local laws, including non-profit corporate and tax, lobbying, and campaign finance; providing ongoing legal guidance to develop corporate structures and as needed
* Lead and drive successful litigation strategies, in coordination with outside counsel, and to advance environmental and human rights
* Optimize and oversee compliance, including working closely with People & Culture Team, and Finance Team to support and provide legal guidance on HR policies, compliance with labor laws, financial regulation, and clean financial audits
* Advise activists on legal risks and constitutional rights
* Support fundraising work to ensure timely charitable fundraising registrations and compliance with fundraising regulations
* In advising Boards of Directors and supervising Senior Governance Coordinator, ensuring best organizational governance practices are established and followed
* Ensure ongoing registration and protection of organizational intellectual property rights
* Ensure high-quality contract and publication review systems to protect organizational interests
* Advance organizational environmental mission through creative legal initiatives, including leading any new initiatives as needed to capture opportunities, optimize legal practices and mitigate legal risk

### About you

* Minimum [insert number] years of legal experience with [insert number] years in an attorney management role, including a track record for translating strategic thinking and legal analysis into action plans, outputs, and results
* Outstanding judgment and creative problem-solving skills, including negotiation and conflict resolution skills
* Excellent leadership and management skills; experience in building, mentoring, facilitating, and coaching a team of professional staff
* Ability to thrive and make decisions in a fast-changing and deadline-driven environment, including managing multiple priorities and projects, anticipating future needs, and maintaining attention to detail
* Exceptional and persuasive written and verbal communicator, including experience working with non-lawyers and explaining complex legal concepts in a comprehensive way
* Intrinsic and unwavering support for equity, diversity, and inclusion in the workplace and beyond
* Commitment to progressive values and peaceful direct action as a means to change
* Ability and willingness to travel domestically and internationally as needed
* Juris Doctor (JD) and a current state license to practice law

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]