

HOUSTON ENDOWMENT

JOB DESCRIPTION

JOB TITLE: Director of Legal

REPORTS TO: President and CEO

POSITION SUMMARY

Houston Endowment Inc. (the “Foundation”) seeks an experienced Director of Legal to manage the overall legal affairs of the Foundation related to its corporate governance and operations and advise leadership on corporate legal matters.

KEY RESPONSIBILITIES

The Director of Legal will:

- Develop and implement a clear vision for the role of legal services within the Foundation, in collaboration with leadership.
- Provide solutions-oriented legal support for all corporate matters, including employment, finance, taxes, records maintenance, matters related to the Foundation’s investment management, real estate transactions and other internal functions of the Foundation.
- Advise leadership, board and staff on matters of law, as well as foundation policy and management. Maintain awareness of new and emerging laws and policy developments that affect tax-exempt organizations and private foundations.
- Handle legal matters affecting the Foundation. Develop strong network of external counsel and oversee their utilization and performance.
- Keep the Foundation at the forefront of best practices in private foundation law. Actively participate in relevant industry conferences and other opportunities for continuing education.
- Serve as assistant secretary to the Board, maintaining accurate, complete and organized records and minutes of Board and Board Committee meetings. Work closely with President’s office to oversee timely and accurate development of Board materials.
- Support and consult with the Director of Grants Management on grant contract and compliance matters.
- Develop, implement and oversee an effective compliance program, including staff training and tools, policies, procedures and investigations, as needed. Administer annual conflict of interest, code of ethics and other related questionnaires and certifications.
- Oversee and monitor compliance with document retention policy.
- Provide legal review of significant contracts supporting foundation-wide activities and transactions. Identify and develop standard contracts as deemed necessary.
- Support Board in fulfilling its legal and fiduciary responsibilities.
- Fulfill other duties as assigned by the President.

DESIRED QUALIFICATIONS

We seek a team member with experience in a relevant professional capacity who is enthusiastic about supporting HEI in achieving its mission. The candidate must thrive on challenges and be comfortable in a dynamic and fast-paced environment.

Specifically, the successful candidate will possess the following experience and education:

- Seven or more years of relevant experience with a demonstrated record of success and advancement.
- Expertise in corporate legal matters, including such areas as contracts, tax and employment. Expertise in legal matters related to private foundations considered a plus.
- Admission to the Texas state bar.
- Outstanding leadership, managerial, organizational and interpersonal skills.
- Strong analytic and convergent problem solving skills.
- Excellent written and oral communication.
- Ability to foster collaboration while providing legal services to various constituencies and colleagues at all levels within the Foundation.
- Ability to represent the Foundation in outside venues and to develop and maintain good relations with the legal community, including peers at other private foundations.

KEY ATTRIBUTES AND COMPETENCIES

- Excellent written and oral communication skills.
- Strong organizational skills and ability to drive results, meet deadlines, take initiative and anticipate needs, working with minimal supervision.
- Forward-looking thinker, who proactively seeks opportunities, identifies issues and proposes solutions.
- Proven ability to handle confidential information with discretion, be adaptive to competing demands and have a sense of urgency.
- Highly intelligent, insightful and approachable.
- Ability to rapidly assess situations and creatively find ways to achieve goals, reaching clear, well-reasoned recommendations after analyzing pros and cons.
- Detail-oriented and highly motivated.
- High emotional intelligence and self-awareness, seeking and acting on feedback and gaining insight about personal effectiveness.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.
- Collaborative and comfortable in a multidisciplinary environment; strives to understand and deliver excellent customer service to internal and external stakeholders.
- Ability to thrive and adapt in an environment of growth and change.
- Commitment to diversity, equity and inclusion.
- Passion for supporting the Foundation's efforts to improve quality of life for the people of greater Houston.

COMPENSATION

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will be eligible for the Foundation's comprehensive employee benefits programs, including health, dental and vision plans, time off, life insurance, short and long term disability as well as matching 401(k) and pension retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org. Applicants must be legally authorized to work in the United States. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.