

MacArthur Foundation

Position Announcement

Associate General Counsel

June 2022

About the John D. and Catherine T. MacArthur Foundation

The John D. and Catherine T. MacArthur Foundation supports creative people, effective institutions, and influential networks building a more just, verdant, and peaceful world. MacArthur is placing a few big bets that truly significant progress is possible on some of the world's most pressing social challenges, including advancing global climate solutions, promoting local justice reform in the U.S., and reducing corruption in Africa's most populous country, Nigeria. In addition to the MacArthur Fellows Program and the global 100&Change competition, the Foundation continues its historic commitments to the role of journalism in a responsive democracy as well as the vitality of our headquarters city, Chicago.

Visit these pages to learn more about the Foundation's [work](#), the [people](#) who lead that work, key [financial data](#), and the Foundation's rich [history](#).

Summary

The Office of the General Counsel provides insight, advice and counsel to the Foundation's President, staff and Board on a wide variety of legal, policy, and governance matters. Reporting to the **Vice President, General Counsel & Secretary**, the Associate General Counsel provides legal advice and services to the Foundation on a variety of matters regarding programmatic, corporate, investment, and general legal matters. Matters may include the following areas:

- Compliance with non-profit tax laws and regulations
- Grants and impact investments
- Contracts
- Real estate and leases
- Advice to program staff globally as requested on legal issues relating to grants, tax and OFAC compliance
- Intellectual property matters
- Corporate governance matters
- Investments for investment portfolio
- Development of Policies
- Employment/benefit matters
- Ethics

Qualifications

- Juris Doctor from an accredited institution is required with a record of strong academic and professional achievement.

- Current admission to the Illinois State Bar, an ability and willingness to sit for the bar exam, or eligibility for immediate admission as registered in-house counsel is required.
- Two to five years of experience as a practicing lawyer in a firm, organization or with government.
- Knowledge of tax-exempt law preferred.
- Demonstrated ability to think strategically and be solution oriented.
- Able to write and speak clearly and concisely to identify, assess, and resolve legal and business problems.
- Experience managing a wide range of multiple projects, clients, and issues simultaneously in a role requiring a broad base of knowledge and being able to respond timely to multiple requests.
- Experience negotiating and drafting contracts, legal memoranda, and other agreements.
- Proven ability and willingness to exercise sound, informed judgment, build and maintain positive relationships internally, and work independently as a productive member of a team.
- Must be able to summarize complex information both orally and in writing.
- High level of integrity and a commitment to living the Foundation's **core values**.

Essential Duties and Responsibilities

- Keep up-to-date with private foundation tax laws and other laws (including international laws related to the Foundation's work) affecting grantmaking and the philanthropic sector generally, contracts, intellectual property, and related issues.
- Review, draft, and negotiate agreements and related documents on a variety of transactions, including grants and impact investments, investments, leases, and technology agreements; prepare opinions of counsel as appropriate and required.
- Work cooperatively and strategically with program and department staff to advise on grants, grantmaking strategies, impact investments, and investments in investment portfolio and other matters consistent with applicable laws and regulations.
- Assist with training staff on legal matters as needed.
- Conduct legal research and prepare memoranda on grantmaking and legal matters as necessary.

- Work with the VP/GC and other members of the legal team to review and analyze legal, business and tax implications, draft documents and/or negotiate terms of investment transactions, including partnership/management agreements, side letters, amendments, and terminations.
- Draft/review/negotiate/terms and conditions for contracts and other documents pertaining to real property leases, purchases, financing, and other matters.
- May prepare resolutions, annual reports, out-of-state qualifications, etc. in connection with corporate governance matters.
- May assist with litigation matters, document requests, etc.
- Assist on other matters as assigned.

To Apply

The John D. and Catherine T. MacArthur Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, pregnancy, marital status, sexual orientation, gender identity, veteran status, or any other characteristic protected by applicable federal, state or local laws.

Interested, qualified attorneys should submit an electronic copy of their letter of interest and their resume to the following search consultants:

Steve John
Founder & Principal
Steven John & Associates, LLC
steve@sjanda.com
(415) 505-6685

Jason Snyder
Managing Director
Steven John & Associates, LLC
jason@sjanda.com
(415) 505-6687

All inquiries and/or application materials sent directly to the Foundation will be redirected to Steven John & Associates, LLC for review, which may cause significant delay in evaluation and response.

On behalf of the MacArthur Foundation, we thank you for your interest in the Associate General Counsel opportunity.