**Associate Director Legal Services & Attorney**

Legal Services

Position Description

Supervised by: Vice President of Ministry Services and Operational Strategy & General Counsel

Supervises: Legal Services Staff

Status: Exempt

Location: InterVarsity’s National Service Center – Madison, WI (preferred)

**To advance the purpose of InterVarsity Christian Fellowship,** this position will effectively manage and coordinate legal operations for the Fellowship. This position will provide legal support and counsel for a variety of corporate matters.

**MAJOR RESPONSIBILITIES**

**Personal:**

* Be a maturing disciple of Jesus Christ: growing in love for God, God’s Word, God’s people of every ethnicity and culture, and God’s purposes in the world

**Supervision:**

* Recruit, select, supervise, lead, develop and evaluate Legal Services staff
* Provide encouragement, accountability, and ongoing feedback for supervisees
* Conduct performance reviews and ensure Personal Development Plans are completed
* Ensure that the Legal Team provides excellent customer service to all staff and Staff Directors
* Responsible for managing and prioritizing overall day-to-day operations and functions, operational planning, quality control
* Ensure cross-training for all Legal Services Team functions

**Legal:**

* Respond promptly and competently to requests from staff for legal advice on Fellowship matters under the guidance and direction of General Counsel
* Review contracts and communicate with staff about contract policies and the steps and procedures required
* Perform legal research and other assignments as requested
* Analyze information and evaluating results to choose the best solution and solve problems
* Review, develop, revise and interpret policies that are owned by the legal department
* Responsible for required government reports: such as Annuities, Charitable Solicitations, Foreign and Domestic Annual reports, UCC filings, CA welfare exemptions, Group Exemption Letter reports, IRS form 8802, State and County Personal Property Exemption forms, Real Estate Exemption forms, and other Corporate forms
* Draw to the attention the following circumstances: auditor independence issues, conflicts of interest, questionable financial reports, audit committee negligence or misconduct, improper document tampering or destruction, fraud, ERISA violations, issues related to tax return correctness, willful and wanton conduct by trustees and officers, inappropriate loans to trustees or officers, law violations including actions that might trigger IRS sanctions

**Leadership:**

* Responsible for the management of the Legal Department services and staff
* Serve as a member of the Finance and Administration Leadership Team (Pit Crew)
* Foster an environment of spiritual growth

**Collaboration:**

* Partner effectively with Finance and Administration and Fellowship leaders
* Train and advise staff and Directors on legal matters
* Work closely with Director of Risk Management
* Coordinate with external General Counsel regarding legal services
* Collaborate with external organizations related to legal best practices
* Assist with insurance renewals or other risk duties as assigned

**Administration:**

* Develop and manage all aspects of legal monthly and annual plans and budgets in accordance with InterVarsity policies
* Periodically review the effectiveness and efficiency of legal operational systems, process, and policies
* Provide monthly report to the VP of Ministry Services

**Fund Development:**

* Raise an agreed-upon amount of financial support

**Professional Growth and Development:**

* Attend workshops, webinars, seminars and classes as necessary
* Complete Contining Legal Education requirements

**Knowledge, Skills, and Abilities**

* Ability to understand a complex legal and regulatory framework and financial and insurance products
* Ability to research and understand federal and state laws and regulations
* Ability to do forward planning
* Strong analytical skills
* Ability to work under pressure
* Ability to work independently and prioritize time effectively
* Ability to multitask and change focus as issues arise and needs change
* Knowledge of statistics, data collection, analysis, and data presentation
* Excellent problem-solving skills

**QUALIFICATIONS**

* Annually affirm InterVarsity’s Statement of Agreement
* J.D. or equivalent degree from accredited university
* Licensed to practice law in at least one state
* Current bar membership in good standing
* Five or more years’ experience in one or more of the following fields: legal, risk management, quality improvement, information management, business administration, or audit
* Excellent verbal, written and interpersonal communication; an ability to communicate diplomatically with all levels of management across the fellowship
* Ability to handle all matters in a confidential manner
* Strong team player, with proven ability to work collaboratively with other leaders
* Conflict resolution and cross-cultural skills
* A working knowledge of Microsoft applications (Word, Excel, Outlook, Access and PowerPoint) is preferred
* Commitment to continued professional growth, acquired through publications, seminars, and conferences



**Associate Director Legal Services**

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

*In response to God’s love, grace and truth:*

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

*Values:*

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

*Maturing Disciple of Jesus Christ:*

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

*Team Work*:

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)