



633 Pennsylvania Avenue NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

General Counsel

Position Description

Reports to: President & CEO

Supervises: Legal & Compliance Manager

FLSA Status: Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families and communities.

Position Summary: The National Council of Negro Women requires the services of a General Counsel who will oversee the NCNW legal affairs providing expertise and guidance in strategic grant creation, contracting, governance, and other areas. Reporting directly to the President and Chief Executive Officer, the candidate will have a critical advisory role on operational and grants administration topics. This position provides a unique opportunity for a dedicated lawyer and creative thinker committed to the nonprofit sector to join and advise a strong organization.

The successful applicant should have proven experience as an expert legal advisor and an excellent understanding of nonprofit management to be successful in the role. As a senior leadership position, General Counsel also requires leadership and communication skills in order to succeed, with several years of management experience in a non-profit organization or a similar environment. You must be motivated, have the ability to solve complex problems, and have a passion for NCNW’s mission.

Essential Job Functions

Leadership and Management:

- Collaborate with the CEO, staff, and governing board to facilitate short and long-term strategic plans.
- Provide legal counsel to the Chair and the President on a range of legal issues.
- Ensure compliance with applicable federal, state, and local laws.
- Guide the NCNW Board of Directors on the rules and regulations.
- Advise headquarters and field operations in areas of nonprofit tax and political compliance.
- Provide legal counsel, review, and draft legal documents.
- Advise on laws applicable to private foundations, public charities, and social welfare organizations, including IRS lobbying, state and local lobbying laws, intellectual property, ballot initiative regulations, self-dealing, ethics rules, and campaign intervention regulations.

Krystal Ramseur, MPA
Chief Operating Officer

Dr. Mary McLeod Bethune, Founder
Dr. Dorothy Irene Height, President Emerita

Dr. A. Lois Keith, National Chair

Shavon Arline-Bradley
President & CEO

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- Conduct legal research and analyze legal issues affecting the organizations, preparing findings, recommendations, templates, and plans.
- Serve as the primary legal advisor to the President and Chair of the Board.
- Review, negotiate, and draft various contracts and agreements and ensure the contract processes are effective and current.
- Advise Communication staff and others on legal issues related to reports, press releases, articles, and other public communications.
- Provide guidance on employment and benefits administration issues as needed.
- Draft rules and regulations for the Board when requested by the President and Chair of the Board
- Perform other duties as assigned by the President.

Experience and Qualifications:

- JD, LL.B., equivalent degree.
- Admitted to the bar and in good standing or otherwise authorized to practice law (e.g., registered in-house status) in the state in which the position is located.
- Minimum 7 years of attorney-level experience in government, in-house, or at a law firm.
- Minimum of 5 years of experience in the public, private, non-profit, or academic sectors.
- Minimum of 5 years in a management or supervisory role, with demonstrated experience leading, coaching, and mentoring staff and increasing responsibilities to the senior/executive level.
- Respected expert with substantial knowledge and network related to social justice issues.
- Experience in building and maintaining partnerships with organizations, universities, and/or multilateral institutions.
- Outstanding interpersonal skills with the ability to develop and manage productive relationships at all levels.
- Ability to establish trust and respond thoughtfully to members, partners, donors and board of directors and other colleagues in a helpful manner.

To apply- Please email Jobs@ncnw.org with your resume and cover letter for consideration.

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