



**National Council of Negro Women, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.**

**This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.**

### **Assistant Counsel** Position Description

**Position:** Associate Counsel

**Reports to:** General Counsel

**FLSA Status:** Full Time/ Exempt

**Location:** Hybrid

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 36 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 Associate Counsel will support the General Counsel in providing legal oversight, risk management, and compliance guidance for NCNW. This role will be responsible for managing legal matters related to governance, compliance, contracts, intellectual property, tax-exempt status, human resources, and membership. The Associate Counsel will work closely with internal departments, external counsel, and regulatory bodies to ensure legal and ethical integrity across all organizational activities.

#### **Essential Responsibilities:**

##### **Governance, Compliance, and Risk Management**

- Oversee Code of Conduct enforcement, ensuring adherence to organizational policies and ethical standards.
- Support state registration and reporting compliance, including annual state charity filings and corporate registrations.
- Assist in the maintenance of federal tax-exempt status, including reviewing IRS filings and compliance requirements.

- Develop and implement policies to mitigate legal risks and ensure compliance with federal, state, and local laws.

### **Contracts and Agreements**

- Draft, review, and negotiate service and facility provider contracts to ensure favorable terms and compliance with legal standards.
- Advise on grant agreements, ensuring legal review aligns with grant deliverable requirements and reporting obligations.
- Manage intellectual property and merchandise licensing agreements, coordinating with relevant departments.

### **Human Resources and Membership Liaison**

- Provide legal guidance on employment law matters, including HR policies, employee disputes, and compliance with labor regulations.
- Serve as a liaison for membership matters, ensuring compliance with membership agreements and resolving legal concerns related to member engagement.

### **Cross-Departmental Coordination**

- Collaborate with Advocacy & Policy, Programs, Finance, Operations, Development, and Communications teams to provide legal support on strategic initiatives.
- Advise the Finance team on risk and compliance related to estate planning matters involving charitable donations and legacy gifts.
- Provide guidance on sponsorship, fundraising, and development agreements to ensure alignment with legal and ethical standards.

### **Experience and Qualifications:**

- Juris Doctor (JD) from an accredited law school; active bar membership in good standing. • 5+ years of legal experience, preferably in a nonprofit, government, or corporate setting. • Strong understanding of nonprofit governance, tax-exempt compliance, and regulatory reporting. • Experience with contract drafting employment law, intellectual property, and risk management. • Excellent legal research, writing, and negotiation skills.
- Ability to work cross-functionally and manage multiple priorities in a fast-paced environment.

### **Benefits:**

- Medical
- Paid Time Off
- 401(k)
- Dental & Vision insurance
- Life insurance
- Employee assistance program
- Legal Assistance
- Hybrid Work Schedule

- Short- & Long-Term Disability

**Salary Range:**

\$100,000 - \$110,000

**To apply - Please email your resume and cover letter for consideration to us at [Jobs@ncnw.org](mailto:Jobs@ncnw.org). The deadline to apply is Friday, April 11, 2025.**