

Helen Keller JOB ANNOUNCEMENT Senior Director, Legal Services

Flexible location where Helen Keller is an established employer; U.S. preferred.

Guided by the remarkable legacy of our founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe and in the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their potential.

As we continue to grow and impact lives, we are seeking a Senior Director, Legal Services. The Senior Director will play a pivotal role in advancing the legal and compliance framework for Helen Keller, a leading international non-profit organization working in global public health. This position is responsible for overseeing and guiding legal and regulatory matters, ensuring the organization operates in alignment with international and local laws, and supporting the overall mission of the organization. This includes management of pro bono and paid relationships with law firms, providing timely advice and guidance to local counsel in countries where Helen Keller operates and supporting all aspects of the organization's risk management activities. The Director will bring strategic legal insight to various operational, programmatic, and partnership areas while working collaboratively with cross-functional teams across the globe. The position will have an important role to liaise with the Governance Committee of the Board of Trustees, the Audit and Risk Committee, and members of the Executive Committee.

As a senior member of Helen Keller's staff, the Senior Director will act as a bearer of our organizational culture, including upholding our organizational values of compassion, courage, integrity and rigor. They will also have team management responsibilities where they are responsible for nurturing talent and producing project results on time and within scope that will serve the organization into the future.

Functional Relationships

The Senior Director is a member of the Finance and Operations Group and has a special relationship to all members of the Executive team providing legal support and advice. The Senior Director also has an important working relationship with Country leaders who engage and guide local legal counsel to resolve registration, labor, and tax and other compliance issues. The Senior Director will also work closely with colleagues in the Finance, People & Culture, Grants & Contracts, Data, Technology and Systems

and Donor Analytics and Research teams to help resolve contract issues, negotiate agreements, interpret and act on laws, manage litigation and identify and respond to risk factors. Externally, the Senior Director manages relationships with outside firms, confers with legal professionals in the non-profit field, and interacts with government regulatory agencies as required. The Senior Director also enjoys a relationship with the Board of Trustees, particularly the Governance Committee, Audit and Risk Committee, and specific members of the Executive Committee.

Specific Responsibilities

Provide Legal Advice and Support

- Provide expert legal advice on organizational strategy, operations, and programs, and People & Culture particularly in the areas of public health, international law, and non-profit governance and labor laws.
- Draft (in whole or in part) and/or review contracts, memoranda of understanding (MOUs), employment agreements, teaming agreements, complex gifts, non-disclosure agreements, leases, and other agreements as required. Advise or lead negotiations for such agreements, as required.
- Ensure legal compliance with local and international laws, including regulatory requirements governing health organizations, privacy and disclosure regulations, state registrations for solicitations and charitable bequests, and tax laws.
- Advise on and manage intellectual property matters, including trademarks, copyrights, and licensing agreements. Such matters may relate to affiliation agreements, cause marketing, and other issues relevant to international non-profits.
- Advise on the proper structure for new initiatives and partnerships from a legal perspective and provide legal counsel to senior leadership on major organizational decisions, mergers and acquisitions, partnerships, and expansion into new regions or countries.
- Advise on complex and contested gifts that occasionally arise, such as from estates.
- Manage recruitment of and relationships with external firms (pro bono and paid) to ensure that legal issues get resolved in a timely, quality manner
- Liaise with regulatory bodies as needed.
- Advice and help in vetting and approving local attorneys in country offices and liaise with them on legal/labor issues and litigation as needed.
- Offer guidance on advocacy efforts, public policy, and the legal implications of government relations and lobbying activities.

Oversee Governance, Risk Management and Corporate Registrations

- Assist in corporate governance matters, including board meetings and corporate filings.
- Support the Board of Trustees on governance-related matters, including the development of corporate policies, bylaws, and board procedures.

- Ensure Helen Keller is appropriately registered in all jurisdictions where it does business, including delivery of services and solicitation of funding, in the United States and abroad.
- Liaise with Growth and Branding and Finance groups to collect and deliver registration materials.
- Keep abreast of registration requirements and changes and support leaders to communicate the same.
- In collaboration with the Office of the President, Internal Audit and other senior leaders, carry out risk management and ensure that legal issues are proactively identified and mitigated.
- Monitor international legal developments and emerging trends relevant to the non-profit sector and global public health.
- Advise Management about whether changes to policies and practices need to be considered.

Manage Litigation and Dispute Resolution

- Oversee legal disputes and litigation, including managing outside counsel and ensuring appropriate resources are allocated to legal matters.
- Provide advice on dispute resolution strategies, including mediation, arbitration, or settlement negotiations.

Conduct Training and Internal Education

- Develop and conduct legal training sessions for staff members as required, particularly on key issues such as compliance, intellectual property, and ethical standards.
- Raise awareness of legal risks within the organization and promote a culture of legal mindfulness among employees and leadership.
- Provide training and guidance to internal teams on legal matters such as compliance and legal best practices.

Maintain Budget and Knowledge Management

- Plan and manage the legal budget cost center, ensuring that funds are optimized for maximum value to the organization.
- Manage and organize legal advice received to ensure we refer back to previous investments and properly leverage our institutional knowledge and previous support.
- Draft and maintain policies as they relate to governance and legal issues in conjunction with Executive Leadership Team members and relevant department heads or functional leads.

Other Duties

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Qualifications

For our team to be a great fit for you, the following qualifications should resonate with you:

- Juris Doctor (JD) or equivalent legal qualification, with admission in at least one US jurisdiction, preferably New York. With a minimum of 15 years of legal experience, with a strong focus on non-profit organizations or a combination of education and experience. A significant portion of this experience should involve working with international non-profits.
- Experience with multi-country activities or operations across multiple countries is preferred.
- Familiarity with issues related to country office registration and operations, taxes and labor laws related to an international non-profit are important to this role.
- Experience in managing legal risks and providing strategic legal counsel to senior leaders in complex, global organizations.
- Knowledge of US government grantmaking regulations, international non-profit regulations, non-profit governance, charitable bequests, and cross-border compliance.
- Experience in legal training, including the ability to develop and deliver engaging sessions on compliance, contracts, intellectual property, and ethical standards for diverse audiences.
- Strong financial and knowledge management skills, with experience in budgeting, organizing legal resources, and developing governance policies to enhance institutional knowledge and operational efficiency.
- Strong written and verbal communication skills, with the ability to simplify complex legal issues for non-legal audiences.
- Ability to work independently, manage multiple projects simultaneously, and prioritize tasks effectively.
- Strong influencing and prioritization skills.
- Fluency in English is required; additional language proficiency is a plus.
- Demonstrated commitment to the mission and values of non-profit organizations, particularly in the public health sector.
- Experience working in or with international organizations is preferred.
- Ability and willingness to flex work hours to accommodate multiple time zone.
- Travel required as needed by demands of the job

Compensation

The full-time annualized midpoint of the salary range for this position is \$176,000. Actual salary will vary based upon, but not limited to, relevant experience, salary of internal peers, and functional specialty. Helen Keller offers a comprehensive benefits package, including health coverage, paid leave, retirement savings with employer match, and professional development. Specific offerings may vary by country in accordance with local laws.

Organizational Culture and Zero Tolerance to Abuse

As a member of Helen Keller, each employee is expected to:

- Help develop and maintain an environment that welcomes and develops a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Uphold our organizational values
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

To Apply

Qualified candidates should submit a cover letter and resume to hki.recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.