



National CASA Association Seeks General Counsel & Legal Affairs Officer

Location: Seattle, WA

The National Court Appointed Special Advocate (CASA) Association fulfills society's most fundamental obligation by making sure a qualified compassionate adult will fight for and protect an abused or neglected child's best interests. The mission of National CASA, together with its state and local members, is to support and promote court-appointed volunteer advocacy so that every abused or neglected child can be safe, establish permanence, and have the opportunity to thrive. But today, only 45% of the children in the system have access to a CASA volunteer. The National CASA organization is committed to assuring 100% of the children in the system have access to a CASA volunteer.

Breaking New Ground

National CASA has developed a strategic framework that is informing and guiding our efforts through a major reorganization, development of a new business model, and plan for the future direction of our organization, including the launching of a major Capital Campaign. The leadership team that will drive these changes will be strategic thinkers, relationship builders, collaborative decision-makers, entrepreneurial achievers, effective communicators, change leaders, inspiring motivators, and culturally competent.

Position Summary

The Chief Counsel & Legal Affairs Officer will manage all legal affairs of National CASA providing oversight, responsibility, and advice for a wide range of legal matters including those related to corporate compliance, tax-exempt organizations, trademark and intellectual property, federal government contracts, and other contracts, litigation, risk management, and data protection and privacy. The Officer will also work with the network development team including the planning and program services functional areas to support the legal and development needs of member state organizations and local programs. Finally, this position supports the Chief Executive Officer and other members of the team with organizational development activities.

The position reports to the Chief Executive Officer and supports and works closely with other members of the senior management and network development teams. The position supervises in an administrative capacity, functional areas and teams as assigned by the Chief Executive Officer.

Core Duties and Responsibilities

National CASA Legal and Organizational Development

- Manages and supports key and strategic projects and initiative as needed
- Supports the Chief Executive Officer with organizational and network development initiatives
- Oversee and ensure the development of a risk management plan, policies and standards for National CASA and provide guidance for the development of similar plans for member organizations

- Manages the Law Firm Initiative to support the organizational strategy of legal engagement, support and pro-bono services
- Review, negotiate and manage all contracts of National CASA
- Establish the strategic direction, design and implement policies and procedures for the overall legal function for the entire organization; ensuring compliance with state and federal laws, rules and regulations, industry and internal standards
- Communicate legal advice and manage internal and external affairs (including outside counsel) relating to all investigation/litigation matters
- Provide legal counsel and advice on a broad range of legal topics to include corporate compliance (anti-corruption, tax, data privacy and security, human resources, etc.), contracts, tax, intellectual property, labor and employment, investigations and litigation, risk management and internal affairs
- Advise on issues involving litigation, federal contracts and procurement, regulatory and corporate compliance, labor and employment law, corporate governance and board relations, intellectual property, corporate structure, real estate, and tax laws related to 501(c)(3) tax-exempt organizations
- Communicate legal advice and manage internal and external affairs (including outside counsel) relating to all investigation/litigation matters
- Leads discussions on high-impact issues and problems and recommends solutions.
- Other responsibilities as needed

Advocacy Support

- Works with the planning and program team to develop advocacy standards and related policies and procedures
- Develops standards to ensure high quality advocacy and to ensure compliance to local, state and federal laws within the CASA/GAL Network
- Oversee and manage strategic opportunities for the CEO on the federal level
- Oversee the development of policy positions and supporting documentation relating to key issues, including white papers, position papers, testimony, talking points, articles, etc.
- Work in partnership with the Chief Development Officer to conduct feasibility studies for funding opportunities including programmatic, capital and general operating, including but not limited to bond financing, analyses, and other governmental funding opportunities
- Prepare economic impact summaries of CASA's mission and services for legislative and grant-writing purposes

Network Technical Guidance and Training

- Develops and ensures compliance to membership requirements, policies and procedures
- Provides legal training and support to state organizations and local programs
- Design, convene and lead a Network Legal Counsel to identify and address pertinent legal issues and challenges within the network
- Oversees and ensures member compliance with National CASA standards, use of trademark and brand, corporate identity, and membership policies and procedures. Handles all matters with member organizations related to non-compliance issues
- Leads the development and review of national policies and standards that assure good risk management including ethical conduct, volunteer recruitment, and supervision, background screening for staff and volunteers, volunteer roles, and responsibilities

- Conducts webinars and training sessions with the network introducing new policies, standards, legal issues, human resources training and support

Position Requirements

- JD required. Licensed attorney admitted to practice law in Seattle, Washington.
- The successful candidate will possess at least 10-15 years of relevant legal experience with a minimum of one year of experience directly advising clients. Nonprofit experience is ideal.
- Experience handling corporate compliance, trademark, intellectual property, employment and contracts or litigation matters.
- Experience with federal contracts, negotiating, monitoring, and managing legal aspects.
- Excellent negotiating, drafting, and counseling skills with experience resolving conflict between groups with opposing perspectives, agendas, or priorities.
- Outstanding written and oral communication skills with ability to communicate effectively with customers/clients and employees of all levels of the organization and network.
- Strong attention to detail and high quality work product.
- Demonstrate strong interpersonal skills, sound judgment, and the ability to work independently as well as collaboratively internally and externally
- Demonstrate ability to embrace and exemplify organizational competencies and values
- Work well under pressure with deadlines and be skilled in prioritizing responsibilities
- Demonstrate a commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, state and local program staff, and other supporters
- Demonstrate a history of continuous improvement through professional development
- Become a steward and ambassador for the CASA/GAL mission and brand

The individual in a senior level role has the following additional responsibilities:

- Knowledge/practice of building a culture of excellence with a customer–centric focus
- Strategic Plan development: Must be able to develop and implement project plans, develop strategies for executing the organization’s goals and objectives, understand reverse program design and planning and consistently develop plans and tools with the end game in mind
- Build collaboration within the CASA/GAL network, encourage strong partnership between National CASA and state organizations and local programs and between state organizations and their local programs
- Gains a full understanding of the organizational strategic framework to ensure that everyone in the assigned functional cluster/area understands our goals as an organization, what the priorities and initiatives are from year to year and ensures the execution of these priorities
- Critical Thinking and Creative Problem Solving: Critical analysis of issues and clear rational thinking involving reasoned judgments. Ideas are judged, well thought out and include an analysis of a number of options through an intellectually-disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing and/or evaluating information gathered from or generated by observation of a situation, experience, reflection, reasoning and consideration of data or additional information
- Provides general leadership to Senior Management Team and National CASA staff in respective area(s) and/or program(s) to ensure the successful achievement of CASA’s mission and goals
- Provides infrastructure and organization in respective area(s) and/or program(s) that are conducive to achieving NCASA’s goals and supporting the strategic plan
- Provides input into the organization’s policies and practices and implement them in area(s) and/or program(s) of responsibility

- Ensures compliance with NCASA rules and regulations in area(s) and/or program(s) of responsibility
- Oversees more than one function or area
- Has two or more direct reports
- Training and development needs: Identify training and development needs in area(s) and/or program(s) of responsibility and initiate program(s) to meet them
- Management team/Board meeting participation: Participate actively in department and other staff meetings and Board meetings where applicable
- Inter-departmental communication and coordination of resources: Ensure effective inter-departmental communication, coordination of issues that affect long-time organizational vision and development of priorities, and problem resolution involving area(s) and/or program(s) of responsibility
- Develop budgets for area(s) and/or program(s) of responsibility within approved parameters
- Budget management: Initiate expenditures for area(s) and/or program(s) of responsibility within budget parameters; review and approve expenditures of functional area(s) staff
- Productivity, efficiencies, cost cutting, and organizational image: Provide input and support for organization-wide plans, develop and implement improvements in area(s) and/or program(s) of responsibility to improve productivity, increase efficiencies, cut costs, and enhance the image of the organization

Salary and Benefits

National CASA offers a competitive base salary plus benefits, generous paid leave including vacation, sick leave and personal days, and work/life balance. This is a full-time exempt position.

Core Competencies

Customer Focus ◦ Cooperation and Teamwork ◦ Organization/Priority Setting ◦ Respect ◦ Quality ◦ Service
◦ Stewardship

Organizational Values

Adaptability ◦ Collaboration ◦ Integrity ◦ Respect ◦ Quality ◦ Service ◦ Stewardship

National CASA, headquartered in Seattle, Washington and with an office in Washington D.C., is committed to an inclusive and welcoming workplace environment and is proud to be recognized as one of Washington's Best Workplaces by the Puget Sound Business Journal, and as a Best Adoption Friendly Workplace by the Dave Thomas Foundation for Adoption. National CASA has been certified by the Standards for Excellence Institute for ethics and accountability in the nonprofit sector.

To apply: Send resume and cover letter to employment@casaforchildren.org with a subject line of General Counsel & Legal Affairs Officer. Position will remain open until filled.

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EQUAL OPPORTUNITY EMPLOYER