



## Christel House International

### General Counsel

#### WHO WE ARE

**Christel House** is a global education network that has served more than 25,000 students from under-resourced communities since its inception 25 years ago. Our mission is for our students to achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. For over 25 years, Christel House has provided high-quality no-fee education in five countries. We are now at a pivotal point where we are expanding our model to new countries through a fellowship program that seeks visionary leaders dedicated to breaking the cycle of poverty by expanding Christel House into new regions.

#### WHAT WILL YOU DO

As **General Counsel** you will be responsible for reviewing and writing internal legal agreements, negotiating and managing client and vendor contracts, and ensuring compliance with exempt non-profit laws and regulations. This includes monitoring changes in laws and regulations in the eight countries and all states in which we operate and leading the organization on compliance matters, including the FCPA. You will be responsible for developing and keeping a record of all legal agreements, documents, and proceedings, including those required for our largest annual grant application and grants we make. You will also be responsible for managing the organizations' governance activities, including supporting and serving as counsel for Board of Directors and Governance Committee meetings, ensuring timely and accurate filings with regulatory agencies, and maintaining governance and compliance records.

#### KEY RESPONSIBILITIES

- Provide expert and strategic legal advice to management and the Board.
- Develop and implement policies and procedures to ensure compliance with laws and regulations in the eight countries and all states in which we operate, ensuring we are acting in accordance with the laws, regulations, and standards relating to our operations and annual grant-making.
- Lead and manage the organization's compliance matters including policies, training, and controls, conducting any needed investigations and developing remediation plans as needed.
- Monitor changes in laws and regulations affecting the global organization.
- Oversee and manage the organization's governance activities, including Board of Directors meetings and Governance Committee meetings, coordinating with the CHI Board Chair, CEO, and Chief of Staff to identify issues requiring board action and prepare appropriate resolutions, and carefully reviewing and editing written materials prior to committee and board meetings.
- Coordinate the collection and review of annual Conflict-of-interest statements for CHI board members and ensure that our schools' boards also complete the Conflict-of-Interest review process.
- Work with external legal counsel, including interfacing with in-country counsel, on matters involving the protection of the organization, its intellectual property, and its brand; and on adherence to local laws and regulations, including filings with regulatory agencies, compliance certifications, and registrations.
- Prepare and manage reports related to our largest legacy grant application and ensure compliance with reporting criteria and timelines.
- Prepare and review documents for accuracy and alignment with local laws, our governing documents, and our organizational principles.
- Review invoices from external legal counsel for accuracy.
- Lead the chief compliance officers of all the schools in the countries we serve, build a community of practice, and help create content for global compliance training.



- Craft appropriate communications to be distributed from the offices of the leaders of our schools around the world and at CHI to reinforce compliance and ensure consistent messaging.
- Travel to our schools around the globe as needed.

## QUALIFICATIONS

1. Juris Doctor (J.D.) degree from an accredited law school in the United States and admitted to practice law in the State of Indiana or qualified for admission.
2. Knowledge of and experience with exempt organization laws, and grant making/application processes.
3. Excellent attention to detail.
4. Excellent leadership with the ability to build consensus.
5. Excellent verbal and written communication skills.
6. Ability to adapt tone, style, content and format to meet a variety of needs.
7. Proficient in problem-solving and analytics.
8. Willingness to make decisions, exhibit sound and accurate judgment.
9. Commitment to working with diverse communities and cultures in different time zones.
10. Strong work ethic, highly developed organizational and interpersonal skills.
11. Computer proficiency in Microsoft Outlook, Word, Excel, PowerPoint and Teams.

## PROFESSIONAL COMPETENCIES

1. Ethics and Integrity
2. Interpersonal Effectiveness and Teamwork
3. Communication Skills
4. Devotion and Commitment
5. Decision Making and Judgement
6. Planning and Organizing
7. Urgency and Quantity of Work Output
8. Innovation, Creativity and Problem Solving
9. Leadership
10. Work Product Excellence and Timelines

The person in this role must live in the United States where we are headquartered. Interested applicants should send their resume and cover letter by September 15h, to **Ana Paula Buzo** at [abuzo@christelhouse.org](mailto:abuzo@christelhouse.org)

Christel House is an equal-opportunity employer. It is important to us that all staff members have a place of employment that is free of discrimination of all kinds and where staff can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.

