



## **Chief Counsel & Director of Risk Management**

Nonprofit community developer and affordable home builder seeks a highly motivated individual and experienced Chief Counsel & Director of Risk Management to join their Neighborhood Programs. Neighborhood Housing Services of Los Angeles County (NHS) serves as a catalyst for local residents, business and government representatives to work together to build stronger neighborhoods, improve the quality of life for low to moderate income families and revitalize communities into neighborhoods of choice.

### **Job Description:**

- The successful candidate will advise the President and senior management on new laws, existing laws and legal matters that would impact functionality of the business.
- Oversees the legal matters of the business as a whole, including acting as the business' legal representative in consultation with the President.
- Maintains knowledge of the company's legal documents and operations.
- Crafts and reviews legal strategy in response to any litigation.
- Keeps records of all legal documents and proceedings for the company.
- Facilitates filings of licensing forms and other statutory requirements.
- Communicates as appropriate with outside counsel.
- Files legal documents as may be required.
- Designs and files for copyright of intellectual property.

### **Required skills:**

- Leadership skills to manage outside counsel relationships and to direct them and appropriate staff at the company to achieve the best legal outcomes.
- Remaining informed of all the latest changes on the federal, state, city and county measures that could impact the operation of the business.
- Negotiation skills to manage litigation against the business to take charge of the response, from formulating a strategy to representing NHS in court, arbitration or other matters as may be required.
- Expert communication skills to ensure all potential litigation information and instruction to the President and/or other staff are clear and effectively ensure the desired outcome.

### **Benefits:**

- Health Insurance
- Paid Time Off
- Matching 401K
- Job Type: Full-time
- Salary: \$85,000 - \$110,000 per year