



## Staff Counsel

### **Job Summary**

Staff Counsel for the United Neighborhood Organization of Chicago (“UNO”) will be expected to provide legal representation and advice to UNO’s Board of Directors, its executive leadership team and staff. His or her duties will involve representation with respect to a variety of corporate legal matters, including without limitation contract negotiation, compliance with corporate governance policies, regulatory compliance, procurement, corporate filings, state and federal grant administration, employment law, collective bargaining and risk management. The Staff Counsel will work closely with outside legal counsel on matters, as needed.

### **Duties & Responsibilities**

- Draft and negotiate contracts awarded in accordance with UNO’ corporate Procurement Policy;
- Formulate a strategy for ongoing corporate compliance with laws, regulations and corporate governance policies
- Coordinate agency’s risk management efforts
- Provide assignments to UNO’s outside counsel, as needed
- Counsel UNO’s executive leadership team and Board of Directors on a variety of matters as directed
- Supervise the organization’s compliance project manager
- Manage corporate board meetings
- Oversee management of claims or investigations relating to labor and employment matters, corporate ethics and
- Coordinate leasing and real estate transactions on behalf of UNO or its affiliates
- Contract administration

### **Requirements / Skills**

- A valid license to practice law in the State of Illinois;
- Minimum of five years of relevant and progressively more responsible experience as in-house counsel or as counsel to not-for-profit organizations;
- Demonstrated ability to manage multiple activities simultaneously delivering high quality results in terms of process, content and timeliness;
- Exceptional problem-solving and analytical skills;
- Excellent relationship management skills;
- Ability to interact and influence effectively across all levels of the organization.
- Self-starter with personal drive to succeed and achieve results.