



Chief Legal Counsel

The **Public Health Institute (PHI)** is seeking an experienced **Chief Legal Counsel (CLC)** to provide professional legal services to protect PHI's interests and maintain its operations within the scope of established law. Reporting to the Chief Executive Officer, this individual will play a critical role in supporting the implementation of PHI's business strategy and methods.

PHI is an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world. As one of the largest and most comprehensive public health organizations in the nation, we are at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI was distinguished as one of the top 50 "Best Non-profit Organizations to Work For" by the Non-Profit Times in a national search. To learn more about our meaningful work and various programs, visit www.phi.org.

Essential Duties and Responsibilities

- Supervise the two Deputy General Counsels and the Legal Executive Assistant by providing leadership, direction, coaching, and coordination of work, as well as developing and organizing legal capacity.
- Provide confidential legal opinions, interpretations, recommendations, and other legal services to the Chief Executive Officer, Chief Operating Office, Chief Financial Officer, Vice President for Human Resources (collectively known as the executive leadership of the organization) and at their request, to other Vice Presidents, senior managers and persons responsible for managing the organization.
- Acting through the Chair, provide legal opinions, interpretations, recommendations, and other legal services to the Board of Directors.
- Represent the organization in the formation, negotiation, documentation, and implementation of major transactions and lines of business – donor funded-programs, fiscal sponsor, and government contracts etc. - with a significant legal or compliance dimension. This may include interacting with a wide variety of outside parties such as public and private funding and regulatory agencies, potential business partners, contractors and vendors, outside counsel, and opposing counsel.

Minimum Qualifications

- Possession of a Juris Doctorate (or LL.M) degree from an ABA-accredited school of law, current admission in good standing to practice law in California, and 15 years of legal experience.

Desired Qualifications

- Experience in and knowledge of public health law, non-profit international compliance, information security, government contracting, political law for non-profit organizations, intellectual property law, employment law, and financial, legal, and regulatory compliance.
- Experience with commercial transactions, procurement, and real estate leasing.

Important Information

- This is a full time position based in Oakland, California.
- This position involves occasional travel.
- This position is eligible for PHI's full suite of benefits including but not limited to medical, dental, and vision coverage, health care and dependent care flexible spending accounts, and generous time off.

How to Apply

- You should apply via this link (<http://www.phi.jobs/postings/6324>), and must submit a cover letter and resume as part of your application. Paper or email applications will not be considered.
- In your cover letter, please describe the extent of your related experience and why you are enthusiastic about this opportunity.

Thank you for your interest in working with us at PHI. Do you have questions about this opportunity? If so, email our recruitment team at Recruitment@phi.org. We look forward to hearing from you!

The Public Health Institute is proud to be an EEO/AA employer. We recognize the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs and sexual-orientation. We are committed to maintaining a diverse, multicultural working environment and particularly support applications from individuals with lived experience in the communities we seek to serve.