



## **General Counsel Position Description**

The Clooney Foundation for Justice (CFJ) is an international non-governmental organization (NGO) that wages justice through accountability for human rights abuses around the world. We are seeking a General Counsel to serve as chief legal officer and advisor. This individual will protect CFJ's reputation, name, and human and financial resources, and programs. The General Counsel will proactively identify and mitigate legal risk to protect CFJ from undue legal exposure, liability, and financial loss while supporting and furthering CFJ's mission and strategic vision.

CFJ is a non-profit organization with 501(c)(3) public charity status in the US and operating internationally, so legal review and approval will be required for various international activities, including partnering with local law firms in other countries. The General Counsel will provide legal guidance to the CFJ financial officer, leadership team, and Co-Presidents, and will act as an advisor on all operations and major initiatives, including risk and governance, labor law, contracts, intellectual property, insurance, program activities, data privacy and security, and general 501(c)(3) governance. The position reports to the Co-Presidents and may be part-time or full-time depending on the availability of the right candidate.

### **Programming**

*TrialWatch* has the mission of exposing injustice, helping to free those unjustly detained, and promoting the rule of law around the world. TrialWatch monitors criminal trials globally against those who are most vulnerable – including journalists, women, LGBTQ+ persons, and minorities – provides legal support to victims of unfair trials and works to reform unfair laws. Over time, TrialWatch will use the data it gathers to publish a Global Justice Ranking exposing countries' performance and use it to support advocacy for systemic reform.

*The Docket* gathers evidence of international crimes to trigger prosecutions of perpetrators and support victims in their pursuit of justice. This initiative combines investigations, legal action and advocacy to bring the perpetrators to justice, obtain redress for survivors, and achieve systemic change. Its projects include bringing to justice those involved in financing conflicts through looting and illegal antiquities trading and gathering evidence of crimes against humanity committed in Venezuela, Sudan, and the DRC.

*Waging Justice for Women*, our newest initiative, aims to fight injustice against women through strategic litigation to reform discriminatory laws and increase accountability for gender-based abuse. This global initiative identifies laws and policies that are holding women back and supports women's ability to claim their rights through the courts. Using data that we gather, and working hand in hand with women-led local organizations, our team uses legal avenues to overturn unfair laws, help victims get redress, and bring perpetrators to justice.

*The Sentry*, an independent 501(c)(3) and CFJ strategic partner, works with governments and global banks to create real financial consequences for officials responsible for massive human rights crimes and commercial actors profiting from those crimes. The Sentry provides governments the evidence they need to take targeted action against corruption, violence, and serious human rights abuses, and advocate more comprehensive policies focused on getting at the root causes of crises. Their investigations have exposed fraud, money laundering, corruption, illicit trafficking, bribery, piracy, terror financing, poaching, and more.

### **Responsibilities:**

- Serve as legal advisor and thought partner to CFJ's Co-Presidents and Leadership Team to proactively identify and mitigate legal and related risks relevant to CFJ's activities;
- Support compliance with the laws and regulations in all countries where CFJ has operations in collaboration with local teams and counsel. This will include managing relationships with local counsel in these jurisdictions;
- Support human resources operations in complying with U.S. labor laws, including New York and California business law and other applicable state laws and respond to time-sensitive questions related to employment procedures;
- Support CFJ's mission to work across borders, addressing questions as they arise specifically as they relate to expanding into new countries and working with international law firms (including compliance with FARA), businesses, and partners to ensure that risks are appropriately mitigated;
- Manage relationships with existing pro bono counsel in the jurisdictions where CFJ operates;
- Review contracts and other legal documents, including supporting libel review for published reports;
- Review and maintain CFJ's active policies and make recommendations for additional policies where necessary to fill gaps in operations, including maintaining an Employee Handbook;
- Provide support to the Head of Operations and Director of Strategic Initiatives where necessary on non-profit governance, such as updating or revising relevant policies and corporate documents and advising on good corporate governance and 501(c)(3) compliance;
- Provide advice on maintaining 501(c)(3) status, including compliance with unrelated business income, lobby restrictions, fundraising practices, public funding support, etc.;
- Review, research, interpret, and prepare both written and oral opinions on a wide variety of legal issues in the US and other countries where CFJ operates or hopes to operate;
- Other legal services, as needed, including but not limited to legal compliance, insurance coverage, intellectual property, and taxes.

### **Required Skills/Experience:**

- J.D. from accredited law school;
- 10 years of progressively responsible legal experience, preferably obtained at an international non-profit;
- Licensed in good standing to practice law in the state of California or New York or ability to waive into New York;
- Experience with complex international NGOs or nonprofit institutions, including experience with U.S. 501(c)(3) public charity organizations;
- Substantive experience managing relationships with and providing guidance to a diverse group of senior leaders and executives;
- Demonstrated ability to work with an agile, international, and multi-cultural team;

- Outstanding written and oral communications skills;
- Desire or willingness to adopt an entrepreneurial mindset;
- Passion for and interest in CFJ's mission; and
- Willingness to contribute across the board as an integral member of a small team.

**Preferred Skills/Qualifications:**

- Knowledge or previous exposure to early stage growth nonprofit organizations;
- Knowledge or previous exposure to human rights litigation and advocacy work;
- Fluency in a language other than English.

**Location**

Flexible (global applications welcome)

**Compensation**

Comparable to US \$200,000-\$225,000 annually, open to part-time or full-time availability

**Start Date**

As soon as possible

**To Apply**

**Submit a resume and a list of 3 references to [nikke@cfj.org](mailto:nikke@cfj.org) no later than October 1, 2022**

*CFJ is committed to diversity in its workforce and is an equal opportunity employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. We do not discriminate on the basis of race, religious beliefs, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.*