

General Counsel Job Description

Organizational Overview:

Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

Position Overview:

The General Counsel will serve as the organization's primary legal advisor, overseeing all legal matters including employment law across multiple states, nonprofit and tax-exempt law, board governance, contracts, risk management, and litigation oversight. The successful candidate will bring both strategic legal expertise and practical problem-solving skills to support compliance, transparency, and equity across all areas of operation.

Location: All states in which Latina Institute is registered MA, CT MD, DC, VA, NY, RI, GA, FL, NJ, CA, TX

Responsibilities (including but are not limited to):

Employment Law & HR Counsel

- Provide legal guidance on employment and labor issues in all states where Latina Institute operates: New York, New Jersey, Massachusetts, Rhode Island, Connecticut, Washington, D.C., Maryland, Virginia, Florida, Texas, Georgia, and California.

- Develop, review, and revise employment policies, handbooks, and contracts to ensure multi-state compliance.
- Monitor legislative updates and advise on the operational impact of changes in employment law.
- Partner with the People & Culture team on employee relations, investigations, and terminations.
- Provide proactive training to managers and leadership on employment compliance and best practices.

Nonprofit / Tax-Exempt Law & Governance

- Advise on 501(c)(3) compliance, charitable registration, lobbying limitations, and related filings.
- Support Board governance, including bylaws, conflict-of-interest policies, and corporate recordkeeping.
- Review, draft, and negotiate contracts, MOUs, and partnership agreements to protect organizational interests and mission alignment.
- Oversee compliance with charitable solicitation, privacy, and data protection regulations.

Grants & Contracts Management

- Review and negotiate grant agreements with government agencies and private foundations
- Advise on grant compliance requirements and restrictions
- Oversee subaward agreements and fiscal sponsorship arrangements

Regulatory & Government Relations

- Manage relationships with regulatory agencies (IRS, state attorneys general, etc.)
- Oversee responses to audits, investigations, or information requests
- Advise on lobbying disclosure and political activity limitations under 501(c)(3) rules

Program & Advocacy Legal Support

- Provide legal guidance on programmatic initiatives and service delivery models
- Support policy advocacy work within legal and tax-exempt limitations
- Advise on research, evaluation, and data collection activities

Risk Management & General Legal Counsel

- Identify and manage organizational legal risks and develop mitigation strategies.
- Serve as a liaison to external counsel for litigation, regulatory inquiries, and specialized legal matters.
- Provide counsel on intellectual property, insurance coverage, and internal policy development.
- Ensure compliance with all relevant federal, state, and local laws.
- Ensure that public statements avoid defamation, misrepresentation, or regulatory violations
- Work with the communications department during reputational crises to minimize liability

Insurance & Liability

- Manage D&O insurance, general liability, and other organizational insurance policies
- Advise on indemnification provisions and organizational liability exposure
- Oversee claims management and coordination with insurers

Real Estate & Facilities (if applicable)

- Review and negotiate leases, subleases, and facility agreements
- Advise on Americans with Disabilities Act (ADA) compliance

Technology & Data Privacy

- Ensure compliance with data protection laws (HIPAA if applicable, state privacy laws)
- Review of vendor agreements, especially for technology and data services
- Advise on cybersecurity policies and incident response
- Advise on intellectual property issues (logos, slogans, campaign materials)

Leadership & Strategy

- Advise the Managing Director and senior leadership on the legal implications of strategic and operational decisions.
- Integrate legal guidance into organizational planning and risk management processes.

- Promote a culture of ethical conduct, accountability, and equity in all legal and compliance functions.
- Collaborating with other departments on risk management issues

What you will need to be successful:

- Juris Doctor (JD) from an accredited law school.
- Admission to at least one U.S. bar in good standing; ability to be admitted or already admitted in Washington, D.C. or New York strongly preferred.
- Minimum 8–10 years of legal experience, including significant work in employment law and nonprofit/tax-exempt compliance.
- Strong knowledge of, or ability to quickly learn, employment laws across the states listed above.
- Experience advising nonprofit organizations with multi-state operations.
- Experience with lobbying registration and compliance (federal and state)
- Excellent judgment, written and verbal communication skills, and ability to translate complex legal concepts into practical guidance.
- Proven ability to collaborate with diverse teams and manage multiple priorities.
- Commitment to reproductive justice, equity, and the empowerment of Latina/x communities.
- Experience working effectively in bilingual environments and with bilingual staff. Spanish language proficiency (written and spoken) strongly preferred.

Preferred:

- Experience with advocacy or social justice nonprofits.
- Familiarity with multi-state remote workforce compliance.
- Prior experience managing or supervising outside counsel.
- Prior experience lobbying or knowledge of lobbying regulations.

Employee Status: Full time, exempt 40 hours per week.

Benefits: The Latina Institute offers excellent benefits for our employees.

Some highlights of our comprehensive package include:

- Medical, dental, and vision plans
- Vacation, Wellness and Sick PTO
- 401K Retirement plan with a 3% employer match
- Paid parental leave
- \$1000 towards professional/wellness development

Salary: \$160,000–\$170,000 annually, commensurate with experience.

Application Procedure: Please send your resume and cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: Applicant—General Counsel

National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.