



General Counsel & Chief Compliance Officer

Confidential Hiring Specification

Overview

We are recruiting a General Counsel & Chief Compliance Officer (GCC) to join our one-of-a-kind team in the New York/Tri-State area.

This is an excellent opportunity for an individual who has strong ethics, business judgment and initiative, and is self-motivated and a quick learner.

If you want to gain broad experience with a team that is making an impact on some of the biggest challenges and attacks facing conservative American culture and politics today, this could be the position and place for you.

Job Duties

>> Overview

Provide strategic legal advice across the company, balancing legal requirements and needs with company values and objectives.

Provide advice and counsel on a broad range of highly complex legal problems and matters, including issues related to constitutional amendments including the First Amendment, complex transactions, privacy and records management, matters involving copyright and technology transfer, and any other topic as directed by the board, the President or the Chief of Operations.

Provide sound, timely advice, not only on legal matters, but on matters of policy and governance, including human resources and administration.

Provide legal advice, including preventative legal services and legal representation in monitoring and resolving disputes that may lead to litigation.

Ability to swiftly prioritize matters and to juggle them simultaneously where necessary.

>>Litigation

Manage the litigation process from start to finish to protect and advocate the Company's legal positions, including all legacy litigation.

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Conduct early case assessment and investigate as necessary.

Interview and hire appropriate outside counsel for both litigation and compliance matters, including developing a budget for each litigation matter and managing outside counsel accordingly.

Actively manage and support outside counsel in the administration of each litigation matter including liaising with business clients, and regular reporting to senior management.

Promptly report litigation as required by senior management and risk management and prepare necessary reports as requested.

Refine and further develop corporate-wide systems, technologies, processes and procedures for the identification and cost-efficient management of litigation and litigation-related risk.

Respond to legal inquiries such as subpoenas or other regulatory demands.

Function as the lead compliance investigator and conduct individually, as well as jointly with other investigators, prompt, thorough and objective investigations, including preparing the investigation report.

Provide leadership, guidance, and coordination to any other investigators who may be assisting in the investigation process.

Assist the business with identifying appropriate remedial and preventative actions to prevent a reoccurrence and to understand trends.

>>Compliance

The successful candidate will support our team in all risk assessment and compliance matters, both in terms of prevention and in response to specific situations.

Provide advice and counsel concerning compliance with federal and state statutes and regulations affecting non-profits.

Oversee all matters related to company's NFP status, including advocacy, internal compliance, reporting, and development of future governance structures.

Provide legal advice and guidance on all media matters.



Draft and implement company compliance policies.

Organize periodic training and reporting on compliance topics and enhance general awareness of compliance issues within the business.

Cooperate closely with outside financial and legal advisors.

Perform internal investigations as needed.

Assist in reporting to the board and the audit committee.

Assist in maintenance, enforcement and monitoring of policies and code of conduct.

Assist in responding to miscellaneous compliance matters as needed.

About You

Demonstrated commitment to the mission and values of the organization and its constituents.

J.D. from top law school with strong academic record and bar admission (and in good standing) in any U.S. state.

7-10 years of professional experience, ideally 3-5 in-house in a General Counsel or comparable role.

Have a broad range of subject-matter experience, including data privacy, Constitutional law, IP, regulatory work, transactional work (including contract negotiation and licensing), and corporate governance.

You are a self-starter with a strong sense of urgency.

You are an excellent communicator with impeccable written, verbal and presentation skills.

Proven ability to maintain confidentiality with regard to sensitive issues and information and exercise discretion in dealing with sensitive or potentially sensitive topics.

You are highly organized and able to juggle many projects at any given time.

You have a proven track record of providing proactive, pragmatic legal counsel.



Provision of sophisticated legal advice and counsel reflecting sound judgment, substantive in-depth legal knowledge, and an understanding of complex business transactions.

Experience in successfully formulating and leading legal strategy and execution in complex matters, with many constituent interests.

Ability to deliver difficult messages in sensitive situations while maintaining trust and strong working relationships with clients and colleagues.

CONTACT: Jen K. 914 908-2318

ENDS