



Job Title: Legal Associate
Supervisor: Chief Administrative Officer
Position Type: Salaried-Exempt
Location: Lake Success, NY
Date: 9/28/17

Overview/Job Description:

Serve as part of a team of legal experts to provide the core services every foundation needs in order to run compliantly.

Essential Functions:

- Help navigate daily compliance questions in subjects such as: Compensation; Contributions; Corporate Foundation Issues; Direct Charitable Activities; Asset Transfers; Fundraising; Governance; Investments; Program Related Investments; and Real Estate.
- Review grants and expenses to ensure compliance with IRS Regulations and help prevent self-dealing, jeopardizing investments, taxable expenditures, and excess business holdings, etc.
- Facilitate advanced grantmaking by drafting applications to obtain advance IRS approval of programs to make grants to individuals; or for scholarship, fellowship, and awards programs.
- Customize grant agreements and review grant language to prevent inadvertent self-dealing or earmarking.
- Prepare the 1023 Application to obtain federal tax exempt status for foundations.
- Draft custom resolutions to suit each foundation's planned transitions in governance.
- Facilitate a compensation benchmarking analysis for foundations seeking to compensate insiders.

Required education:

Juris Doctor (J.D.); completion of bachelor's degree followed by law school

Apply method: Email resume and cover letter to: teliasi@foundationsource.com and careers@foundationsource.com

Due to the volume of resumes received, only candidates selected for a possible interview will be contacted.

We are an equal opportunity employer

About Foundation Source: www.foundationsource.com