



**Job Title:** Legal Associate  
**Supervisor:** Director, Legal Services  
**Type:** Full Time, Non-Exempt  
**Location:** Fairfield, CT  
**Date:** 8/24/2021

Foundation Source is the nation's largest provider of management solutions for private foundations. We empower people and companies to create a better world with their philanthropy through a configurable suite of administrative, compliance, and advisory services complemented by purpose-built foundation management technology and private foundation experts.

We work in concert with financial advisors, legal and accounting professionals, consultants and family offices, as well as directly with individuals, families, and corporations to bring philanthropic visions to life. As we celebrate our 20<sup>th</sup> year of service, Foundation Source supports nearly 2,000 family, corporate, and professionally staffed foundations of all sizes and has enabled more than \$7 billion in charitable grants.

Please send your resume, including cover letter, to [careers@foundationsource.com](mailto:careers@foundationsource.com). Applications without cover letters will not be considered.

### **Overview/Job Description**

Seeking a talented and driven attorney to join our exceptional Legal Services team. This is a collaborative and supportive working group and we are looking to add a dynamic and engaging colleague who is passionate about making a difference to our team.

### **Responsibilities/Duties**

- Serve as part of a team of legal experts to provide the core services every foundation needs to run compliantly
- 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 investments, 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
- Prepare the 1023 Application to obtain federal tax-exempt status for foundations
- Provide compliance review of Grantee applications for Expenditure Responsibility and Equivalence Determination (international grantmaking)
- Review Supporting Organization opinion letters and evaluate exempt status of grantees
- Resolve legal issues that impact 990-PF Return of Private Foundation and participate in preparation of 990-PF and Form 4720 Return of Certain Excise Taxes Under Chapter 41 and 42 of the Code

### **Qualifications**

- Legal degree, bar admission
- Private foundation tax, compliance, and planning experience: 1-2 years minimum

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the

employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.