



Bridge
Partners

VITAL STRATEGIES GENERAL COUNSEL

*Location: New York, NY (HQ)
(Remote work with regular trips to NY will be considered)*

www.vitalstrategies.org

The Organization:

All around the world, Vital Strategies quickens the pulse of public health. A fast-growing global health organization that works with governments and civil society in more than 70 countries to design innovative strategies and implement evidence-based solutions to tackle today's most pressing public health crises, including:

- Epidemic Prevention
- Data for Health
- Cardiovascular Health
- Tobacco Control
- Obesity Prevention
- Road Safety
- Overdose Prevention
- Air Quality

Join Vital Strategies and you might find a team of lawyers advising the Ministry of Health in Nigeria on COVID-19 response. A public health advisor working with a Ministry of Transportation official to redesign traffic intersections in Colombia. A doctor conducting clinical trials on tuberculosis in Mongolia. A journalist designing a social media campaign to curb trans-fat consumption in India.

One of Vital Strategies' key initiatives is Resolve to Save Lives, led by Dr. Tom Frieden, former director of the U.S. Centers for Disease Control and Prevention, to prevent at least 100 million deaths from cardiovascular disease and epidemics, now primarily focused on COVID-19.

Because of Vitals' comprehensive approach, and a steadfast commitment to quality programs, the organization has experienced explosive growth in the past five years, from \$50 million in 2014 to \$150+ million in 2020 (exclusive of significant COVID-19 related funding). Vital Strategies is also growing and expanding its global footprint—currently with offices in New York, USA; Jinan, China; Paris, France; Sao Paulo, Brazil; Singapore; and Addis Ababa, Ethiopia. As Vital expands its operations, so does its visibility, reputation for excellence and impact.

Adopting promising interventions to big global health challenges and scaling as rapidly as possible is an enormous – but achievable – goal that can only be met by assembling the best and brightest minds in public health and international development. **If you are excited by the opportunity to play an influential role on a team addressing some of our most pressing public health needs, read on!**

The Opportunity:

The **General Counsel** (GC) will have the exciting opportunity to make an immediate impact at Vital Strategies as a senior member of its dynamic, growing global team. Reporting to the Chief Operating Officer, the GC will be a trusted legal advisor to executive leadership and oversee all legal work related to strategy, international operations, people matters, business development, contracts, compliance, risk mitigation, and execution. The ideal candidate will wisely and enthusiastically approach the sometimes-ambiguous work of a rapidly scaling organization, will contribute to building a collaborative, service, and team-oriented culture of excellence, and will innovate alongside Vitals' entrepreneurial global team.

Key areas of responsibility include:

- **Trusted Legal Advisor.** As a member of the organization's leadership, provide advice and counsel to senior leaders in the organization. Partner with programs to provide guidance, legal opinion, and reviews. Partner with Global Operations to assist with discussions about safety and security, and determinations of insurance coverages and limits. Partner with the HR team regarding matters related to relevant employment and labor laws, immigration, and work authorization matters. Partner with the Finance team on tax, audit, and other financial matters.
- **International Operations/Globalization.** Advise on the organization's global expansion of its international operations and oversee office registration processes. Ensure compliance with all applicable laws and regulations for Vital Strategies globally, including its multiple offices and affiliates.
- **Risk Management.** Proactively and creatively evaluate risk factors impacting business decisions, including receipt of donor funding, entering new countries, and establishing policies and procedures. Anticipate legal issues that could impact the organization. Advise on potential liability and areas of risk for Vital Strategies and Resolve to Save Lives. Oversee intellectual property matters, including copyrights and trademarks, as well as data privacy and security matters.
- **Compliance and Ethics.** Be knowledgeable about and anticipate legislative and regulatory changes affecting the organization, especially industry-specific issues (e.g., tax-exempt organizations and international non-governmental organizations), employment law, corporate governance, compliance and regulatory affairs, including familiarity with regulations of the US Department of Treasury Office of Foreign Assets Control (OFAC). Advisory support for the 501(c)(3) and the 501(c)(4) organizations, oversight of the whistleblower program, and development and implementation of legal policies and procedures.
- **Data Regulations.** Understand and advise on local and international regulations on personal data (e.g., GDPR) ownership and management, including as applied to the development of health-related digital tools and applications.
- **Contracts Expert.** Oversee the review of contracts, including non-disclosure agreements, confidentiality agreements, service agreements, purchase agreements and employment agreements. Assess, analyze, and summarize complicated legal documents, including contracts, and make suggestions for alterations of these documents. Negotiations with outside parties on contractual issues and legal disputes.

- **Team Management.** Oversee and manage a small, but mighty legal team consisting of a deputy in-house counsel, a compliance specialist, and a legal assistant. Supervise legal operations to ensure that projects are appropriately managed and tracked. Develop and nurture the legal team to work at a highly engaged, best-in-class level.
- **Manage External Counsel.** Assist with retaining, coordinating, and managing a network of external counsel that identifies and responds to legal issues and regulations impacting Vital Strategies' operations worldwide. Oversee all disputes and litigation, including managing outside counsel representing Vital Strategies.

The Person

We are seeking a leader who understands the role of in-house counsel within a global context. Someone who works with urgency towards saving millions of lives. Someone who thrives in fast paced, dynamic environments. You are skilled at striking the balance between good customer service and ensuring compliance. You lead with strong unquestionable ethics to support the organization's mission and values, and you are adept at building trusted relationships to operate in a complex environment. You have a get-stuff-done attitude, a collaborative approach, and a penchant for public health.

- **Legal Chops.** Minimum of 10 years of post-degree legal experience, including experience as in-house counsel. Legal career working internationally with a demonstrable track record of handling a wide variety of matters, including corporate governance, complex transactions, data privacy, anti-corruption and anti-bribery compliance, interfacing with regulators, the full gamut of labor and employment issues—i.e., the array of legal and compliance issues a leading NGO faces in its work around the globe.
- **People Person.** You are a natural leader and have a knack for working with others—for understanding their needs and creating win-win solutions. You are a team-player and natural collaborator able to influence and collaborate up, down and across an organization.
- **Problem Solver.** You see problems as mysteries to solve and can bring an analytical eye, as well as judgment, creativity, and consensus building to any challenge.
- **Mission Driven.** Prior nonprofit experience preferred, although leaders with a substantial mission-alignment and relevant experience from the private sector are also encouraged to apply.
- **Service Oriented.** You possess a “can-do attitude” with a client-first focus on high-quality, timely delivery of practical, actionable legal advice and business counsel.
- **Superior Communication Skills.** You have a proven ability to effectively connect with and influence a diverse group of staff, Board, outside counsel, and outside agencies. You are polished and can translate complex legal issues into plain English.
- **Emotional Intelligence.** You have a high level of curiosity, emotional intelligence, strong listening skills, and have a natural ability to instill trust and confidence.



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- **Culturally Competent.** You possess a high level of cultural competency to operate in a global environment and can effectively interact with governments and stakeholders around the world.
- **Educational Qualifications.** Law degree from an ABA accredited law school. Eligible to practice law in New York State through New York State Bar admission or registration as in-house counsel.
- **Multi-lingual.** To successfully work in a global context, knowledge of French, Spanish, and/or Mandarin is preferred.

Vital Strategies is committed to building a diverse, equitable and inclusive (DEI) organization.

We approach this work knowing it requires a sustained commitment. We understand that successfully integrating DEI into our internal policies and processes, our personal beliefs and behaviors, and our work and collective impact, requires an ongoing and evolving process of intentionality, investment, and openness.

Vital Strategies provides equal employment opportunity for all applicants and employees. We welcome applications from people of all backgrounds and do not discriminate on the basis of race, color, religion or creed, gender, national origin, ancestry, actual or perceived age, physical or mental disability, veteran or military status, marital status, sexual orientation, predisposing genetic characteristics, alienage or citizenship status, gender (including gender identity or expression), partnership status, arrest or conviction record, status as a victim of domestic violence, status as a victim of sex offense or stalking, or any other basis protected by local, state, or federal laws.

To learn more about this opportunity, please contact:

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