**Overview**

The purpose of the position is to provide legal counsel and support in multiple areas, focused primarily on nonprofit issues, including governance and structuring issues, conflicts of interest, charitable solicitation and gifts, state and federal law compliance, trusts and estates, matters involving affiliates and affiliations, and related matters. This position will be the primary point of contact for University Development and Alumni Relations and provide support and guidance to senior administrators, the University Senate, and Committees of the Board of Trustees on governance, NYS nonprofit law, and conflicts issues. Among other things, the Associate General Counsel will provide advice and guidance related to the NY Not-for-Profit Corporation Law, NY Education Law, and other state laws as well as federal tax law applicable to tax-exempt organizations; advise on conflicts of interest matters; draft gift agreements and provide guidance on related issues, including establishing endowments and other restricted gifts as well as unusual and complex gifts; and assist in the management of trusts and estates benefiting the University, including reviewing accountings and releases, and handling contested estate matters.

**Responsibilities**

**Required Education:**
Juris Doctorate (J.D.) New York State Bar membership

**Required Experience:**
7+ years including substantial hands-on legal experience in the relevant areas.

**Required Skills, Knowledge and Abilities:**
Legal knowledge and experience in the area of nonprofit law, conflicts of interest, trusts and estates, gift administration, governance; experience in drafting, reviewing, revising and negotiating contracts; sensitivity to issues involving universities; excellent written and oral communication skills; and excellent interpersonal skills, including ability to work collegially with diverse personnel. Must be highly ethical and a team player.

**Preferred Skills, Knowledge and Abilities:**
Experience within an academic institution, large organization or government agency preferred.

**Qualifications**

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