



# Vice President, Legal Affairs

July 2024

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## About Near East Foundation (NEF)

**Near East Foundation (NEF) collaborates with local partners to facilitate innovative, sustainable, and community-driven economic and social development across the Middle East, Africa, and the Caucasus, with the goal of establishing more prosperous, inclusive, and resilient communities.**

NEF empowers marginalized individuals and communities to acquire new skills and access resources, networks, and opportunities, enabling them to shape a future where they can overcome vulnerability to poverty, economic and social disparities, conflict, climate change, and environmental degradation.

### Mission and Impact

Since its founding in 1915, NEF has pioneered strategies in international development, emphasizing education, economic development, and community organizing. Their mission is to support marginalized populations by fostering skills, resources, and opportunities to combat poverty, inequality, and environmental challenges. In 2023, NEF positively impacted over 511,000 people, enhancing resilience, income, and governance participation. Their work is grounded in the principles of Knowledge, Voice, and Enterprise.

NEF's core programs include supporting small businesses, enhancing agricultural productivity, promoting women's empowerment, and improving water management. By fostering local leadership and innovative solutions, NEF ensures that communities are not just recipients of aid but active participants in their development journeys.

Among NEF's key accomplishments is the successful implementation of projects that enhance resilience and livelihood security in conflict and post-conflict areas. Their approach to development is holistic, integrating economic growth with social inclusion and environmental sustainability. NEF's longstanding commitment to its mission and its adaptive strategies have made it a trusted partner for communities seeking to build a brighter, more stable future.



## The Role

<b>Role:</b>	Vice President, Legal Affairs
<b>Location:</b>	Syracuse, New York or Washington, D.C.
<b>Salary:</b>	\$150,000 – \$200,000 USD plus benefits

*Relocation Assistance will be offered, if required.*

## Job Summary

The Vice President, Legal Affairs plays a pivotal role in ensuring that the Near East Foundation (NEF) adheres to all regulatory requirements across all countries where NEF operates. Reporting to the Chief Executive Officer (CEO) and working closely with NEF's global senior leadership team, the Vice President leads the development and implementation of global policies and procedures, ensures compliance with NEF's governing structure for each entity and their global framework, advises on global employment matters, oversees enterprise risk management and Board compliance for NEF's three headquarters. The Vice President, Legal Affairs is NEF's expert on US and other global sanctions laws and regulations, including those of the EU and UK that affect NEF's work. They serve as the primary contact for government agencies including but not limited to the Office of Foreign Assets Control (OFAC) in the US. Additionally, the Vice President, Legal Affairs will manage external legal counsel in each country of operation and serve as the chief ethics officer of the organization.

## Responsibilities

The Vice President, Legal Affairs provides legal advice and recommendations to the CEO and global senior leadership team to ensure regulatory compliance at all levels of the organization globally. The Vice President will:

- Serve as legal counsel, strategic advisor, and thought partner to the CEO and senior management;
- Provide legal support to the board of directors and committees for all legal entities to guide compliant and effective governance;
- Select and manage relationships with outside paid and pro bono counsel;
- Oversee all legal and governance issues affecting NEF and its affiliates, including compliance with laws, regulations, organizational policies and donor requirements.
- Manage and monitor the legal status of NEF and its foreign offices and affiliates to ensure registrations, filings, and legal standing in all countries where NEF operates;



- Review funding proposals and legal documents required by NEF for its operations, and ensure they are coherent with best practice and the legal and policy framework of NEF;
- Provide legal support and training to other departments as needed;
- Manage the defense and/or response of the organization to lawsuits, claims, audits and investigations, and the prosecution of the organization's claims against others;
- Identify, research, and analyze legal and compliance issues that affect NEF operations, and strategic direction and provide recommendations for remediation;
- Manage budget of the legal function;
- Oversee NEF policies and procedures to ensure effective and compliant operations globally.

## Candidate Profile and Qualifications

- Juris Doctor degree or its international equivalent and be a member of the Washington, D.C. or New York State Bar in good standing, or be able to commit to waive (register) within 90 days of start date;
- Minimum ten (10) years of experience in legal affairs, in an international NGO or a cross-border governmental or international contracting space.
- International legal experience, including in one or more countries where NEF operates;
- In-depth understanding of international laws, regulations, compliance frameworks and the way they interact;
- Demonstrated experience with global sanction laws;
- Experience managing external legal counsel globally and demonstrated experience in understating different legal systems;
- Ability to work effectively across diverse cultural contexts;
- Fluency in English is required; Arabic and/ or French language skills is a plus;
- Willingness and desire to travel internationally as required (10 to 20%);
- Experience with non-profit law and regulations in the US, UK and EU.

### Desired

- Lived experience in the countries where NEF works;
- Experience with US charity laws.

## How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.



The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-072024-NEF or Pat-Jones-CoverLetter-072024-NEF.

## Timeline

**Closing Date:** September 16, 2024

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Equality Statement

As an international organization, NEF values a truly diverse workforce and prioritize a culture of inclusivity and belonging. NEF strives to create a high-achieving work environment informed by different cultures, perspectives, and experiences. With a commitment to diversity, equality, equity, and inclusion in all NEF does, it aims to ensure that people feel heard, protected, and empowered to contribute to its mission from day one.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [arondi@oxfordhr.com](mailto:arondi@oxfordhr.com) or [eguindon@oxfordhr.com](mailto:eguindon@oxfordhr.com) in the first instance.

## About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organizations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organizations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organizations.

We understand the nuances of purpose-led leadership because we've worked in organizations across the breadth of the sector ourselves. We've also worked with such organizations since 1995; so we appreciate just what benefits impactful people can bring.