POSITION TITLE: General Counsel

REPORTS TO: President

Reporting to the President, the General Counsel provides executive-level leadership, coordination, and management of activities that support SURA initiatives. This position is also responsible for providing legal advice and counsel to SURA leadership, for managing corporate contractual instruments and intellectual property, and for interfacing with outside counsel. This position may also be called upon to provide like services for subsidiaries of SURA, as agreed to by the parties. The General Counsel will ensure that SURA operates within the law at all times, offer counsel on legal issues, ensure legal compliance and limit risk exposure.

Major Responsibilities

- Provide expert and strategic legal advice to management; evaluate and weigh multiple inputs and impacts of any decision or course of action
- Anticipate issues and estimate risks strategically; identify proactive solutions that will eliminate or mitigate risks
- Establish relationships and work with external parties (regulators, external counsel, politicians, clients)
- Keep abreast of legislative changes
- Assisting in resolving legal and contractual issues with subcontractors. Review subcontracts for legal sufficiency, conformance with prime contract requirements and appropriate options
- Ensure legal and regulatory compliance with federal contract requirements and governance issues
- Work closely with human resources and senior leadership on whistleblower, discrimination and related issues
- Be responsive to subpoenas, interrogatories and requests for depositions
- Support the organization by filing registrations and other documents with State and other jurisdictions
- Ensure compliance with the 501(c)3 legal and regulatory requirements
- Provide legal guidance and counsel on technology initiatives, intellectual property, business development and other market opportunities
- Performs other duties and assumes other responsibilities as assigned in support of SURA’s goals, objectives, and programmatic needs

Education & Experience:

- Bachelors degree in Law and J.D. degree
- 10+ years of professional experience in a law firm or in the legal department of a company
- Legal training; membership in good standing of the Bar of at least one state
- Proven general counseling experience in business environment; DOE experience strongly preferred
• Overall broad legal knowledge (corporate law, litigations, labor law)
• High degree of professional ethics and integrity; excellent judgement and analytical skills
• Experience, evaluation and reporting; preferably in a non-profit, academic, government lab or agency, or R&D environment
• Good working knowledge of the unique requirements of operating a DOE-sponsored laboratory
• Previous experience working with or serving on board of directors is beneficial

SURA is an Equal Opportunity Employer, which includes providing equal opportunity for protected veterans and individuals with disabilities. EEO/M/F/D/V