

JOB DESCRIPTION



Title: Staff Attorney

Reports to: Chief Legal & Compliance Officer

Department: Legal & Compliance

I. Primary Purpose

The Staff Attorney's primary purpose is to represent and protect the agency's legal interests and to ensure regulatory compliance and licensure for the organization. As an integral part of the organization, the staff attorney may be called upon to perform additional duties or special projects to support the needs of the organization. The ideal candidate is someone who can communicate assertively but compassionately; can talk to, engage, and educate a diverse population of clients, personnel, and stakeholders, and who can absorb information quickly and thoroughly. This is a full-time, in-person position with an annual salary range of \$80,000 - \$90,000 commensurate with experience.

Spence-Chapin is a non-profit organization based in New York City that has been providing adoption services and adoption support for more than 110 years. At Spence-Chapin, we believe that every child deserves a family, and we work tirelessly to advocate for children in need of a permanent, loving home. Over our history, Spence-Chapin has served more than 25,000 children, women, and families through our main program areas: Comprehensive Domestic and International Adoption Programs; Birth Parent Services; Well-being Services; and International Humanitarian Aid through programs like our Granny Program to support children living in orphanages overseas.

Our work is made possible by the dedicated individuals on our staff. At Spence-Chapin we find joy in celebrating each other, our co-workers, and our clients. Everyone is treated with respect and dignity to strengthen the vibrancy of our community. We celebrate a culture of excellence, inclusivity, compassion, flexibility, and support. Spence-Chapin offers a competitive benefits package that includes full health benefits, generous PTO and holiday schedule, HRA & FSA plans, life insurance, retirement plan with employer contribution, paid maternity/paternity/ adoption leave, commuter benefits, and more. Being part of the Spence-Chapin team is being part of a legacy, which for more than 110 years has provided critical services to children, women, and families around the world.

II. Key Performance Indicators

- Represent the agency in court proceedings in Family Court
- Provide legal consultation on all matters pertinent to the agency's activities
- Maintain agency accreditation/licensing and ongoing compliance, including all reporting requirements
- Contract review and drafting
- Possess general ability to learn about the complexities inherent to adoption work
- Draft and review legal documents, including surrender documents, contact agreements, placement documents, affidavits, consents, investigation reports and other court required documents for adoption petitions
- Provide oversight for quality assurance measures throughout the agency as needed
- Building and maintaining relationships with partnering agencies, attorneys, courts, community organizations, and government entities
- Tracking outside counsel payments when applicable
- Perform any other department or agency-related duties or special projects as directed by general counsel, including but not limited to conference attendance, presentations, workshops, and trainings
- Report to Chief Legal and Compliance Officer on legal and compliance matters

III. Education & Experience

- Juris Doctor degree
- At least 4-6 years practice experience, preferably in family law or experience as in-house counsel for a non-profit organization
- Foster care/adoption background experience helpful

IV. Technical Skills

- MS Office –Proficiency in Word, Excel and Outlook

V. Key Competencies

- Admitted to NY bar required
- Litigation experience preferred
- Notary public license preferred
- Strong time management skills, including robust organization, and ability to meet tight deadlines
- Ability for self-reflection, and to receive and incorporate feedback
- Ability to multitask; strong execution skills; thorough follow-through, and attention to detail
- Excellent oral and written communication skills
- Ability to work in a collaborative environment with various departments, which supports both individual and cooperative work
- Ability to work independently

To apply: Please send cover letter and resume to recruiting@spence-chapin.org

This description is not intended to detail every aspect of your job/duties or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.