

**General Counsel, Legal**

**Department:** Legal

**FT/PT:** Full-Time

**Job Status:** Exempt

**Reports to:** President & CEO

**KEY RESPONSIBILITIES**

Reporting to the President & CEO, the General Counsel will advise on legal and compliance matters and provide guidance and representation on a broad range of issues related to the work of the Trust for Governors Island (TGI or the Trust). The General Counsel will work collaboratively with TGI staff, TGI's Board of Directors, and relevant government agencies, and will be responsible for managing in-house legal staff and outside counsel. As a key member of TGI's senior team, the General Counsel will provide advice on organizational strategies and their implementation, and be responsible for addressing complex contractual, transactional, regulatory, and agency management issues, while ensuring legal compliance and limiting risk exposure. The position requires superior drafting, negotiating, organization and communication skills. The General Counsel is an Officer of the Trust and also works closely with the NYC Law Department, which provides outside counsel services pursuant to the agreement between the Trust and the City. The Trust has retainer agreements with outside law firms for the provision of – on an as-needed basis – real estate and land use, historic tax credit structuring, employment and maritime legal services.

Other responsibilities include:

- Serve as TGI's lead attorney, develop positions and strategies relating to all TGI legal matters;
- Participate as a key member of senior staff regarding major business transactions and organizational policies;
- Draft and negotiate all documents required for real estate transactions and other public-private partnerships, including ground and space leases for the Island;
- Negotiate and review construction contracts, service agreements, event and other permits, licenses and concession agreements;
- Act as Secretary of TGI's Board, and work with staff to prepare Board of Director's meeting agendas, minutes, resolutions, reports and other relevant materials;
- Develop, maintain and enforce the Trust's internal governance policies and manage semi-annual and annual filings with various city and state agencies;
- Work with staff on the preparation and management of RFPs, bids and procurement packages to ensure solicitations comply with TGI's procurement rules and City requirements, as applicable;
- Interface and manage communications with the City's Law Department and with TGI's outside law firms;
- Provide management and oversight of TGI's legal staff to support the legal needs of all departments within the organization;
- Manage and oversee all litigation;

- Manage and oversee the Trust's risk management including managing the Trust's insurance policies as well as the insurance, indemnification and bonding requirements and compliance for all contracts;
- Ensure compliance with all applicable laws and legal requirements, including reporting requirements of New York's Public Authorities Reform Act;
- Serve as a strategic thought partner to the President and members of senior staff;
- Monitor developments in case law, legislation and regulatory matters for effects on the activities of the Trust;
- Oversight on matters relating to employment law;
- Perform all other duties as assigned by the President.

## QUALIFICATIONS

### Education:

JD from an accredited law school required. Admission to the NYS Bar required.

### Experience:

At least ten years with progressively increasing responsibilities at a law firm and/or in-house at a corporate, not-for-profit or government organization is required. Experience with commercial real estate strongly preferred. Experience in the representation of not-for-profit entities and with labor/personnel issues a plus.

### Skills and Abilities:

- Excellent communication and writing skills.
- Ability to interact with a wide range of stakeholders, including TGI Directors, government officials and staff.
- Superior organizational skills and attention to detail.
- Familiarity with government procedures and requirements.
- Strong communication and analytic skills with the ability to act decisively and meet deadlines in a rapidly evolving and regulated environment.
- Judgment and experience to identify, manage, and mitigate risk.

**Salary Range:** \$180K to \$210K

**Location and Schedule:** All positions are located on Governors Island. The position is in-person (five-day work week with four days in office and one day per week work from home).

## TO APPLY

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with 'General Counsel' in the subject line. No phone calls please.

All new hires must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment with the Trust, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the Trust.

The Trust for Governors Island does not discriminate on the basis of age, color, disability,



genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

#### **ABOUT THE TRUST FOR GOVERNORS ISLAND**

The Trust for Governors Island (the Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island for the inspiration and enjoyment of all New Yorkers, demonstrating a bold vision for public space. For more information, visit [www.govisland.org](http://www.govisland.org)