

# Corporate Counsel

## Overview

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The Corporate Counsel will provide legal support to Strada Education Network and its affiliate organizations. The candidate will ensure compliance with laws and regulations and mitigate risk and liability for the Network. The candidate will manage outside counsel and interact frequently with other department employees in various organizations. The position requires compliance with professional standards of confidentiality, ethics, civility and accountability. The Corporate Counsel will be an admitted practicing attorney in good standing (license requirements below). This position will be in our Indianapolis office.

Strada Education Network (Strada) is a national nonprofit social impact organization dedicated to improving lives by creating more clear connections between post-secondary education and employment. We are particularly interested in ensuring that students achieve tangible outcomes through post-secondary education and training of all types – employment and socioeconomic gains. To achieve our aims, we work with partners in education and training, nonprofit organizations, industry, and policy. We use strategic philanthropy, investments, research, advocacy and engagement, and collaborating organizations, all focused on advancing economic mobility beyond completing a postsecondary education credential, to enact our mission.

Strada aspires to become the leading nonprofit organization working to improve education to employment connections, and driving better data and performance on achieving outcomes through and beyond completion of post-secondary education and/or training.

Strada offers a dynamic, collaborative and inspiring professional environment.

Diversity, equity, and inclusion are central to Strada's organizational vibrancy, employee experience, and mission. We strongly encourage applicants from people of color/the global majority, immigrant, bilingual, and bicultural individuals; people with disabilities, members of the LBGTQIA+ and gender nonconforming communities; and people with other diverse backgrounds and lived experiences. We believe every member on the team enriches our workplace by contributing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver critical insights and solutions.

## Responsibilities

1. Manage the corporate insurance renewal program. Coordinate information gathering and risk assessment across all Network organizations and work with external insurance broker to complete renewal forms. Prior experience with cyber liability/privacy liability and directors and officers insurance preferred, but not required. .

2. Advise organizations with respect to insurance issues in contracts and respond to ad hoc insurance-related issues (auto, crime, media liability, workers compensation, general liability, etc.).
3. Maintain privacy policies for each organization and lead coordination of periodic data privacy practices audit.
4. Work with Senior Counsel and Strada Finance and Investment Teams to review potential direct and managed investment agreements, private offering memoranda, prospectus disclosure documents and advise regarding legal issues identified. Prepare closing documents and work with outside investment counsel as needed.
5. Manage and coordinate corporate registration compliance programs, including business registrations and charitable solicitation registrations.
6. Manage legal issues with respect to facilities, including maintaining insurance coverages, coordinating lease negotiations and drafting intercompany shared space agreements.
7. Manage Strada vendor agreements, including assistance with management of Agiloft, the Network's contract management system.

## Qualifications and Experience

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### **Required Education**

Juris Doctorate from an accredited law school.

### **Required License**

Valid license to practice law in good standing in Indiana, District of Columbia, Delaware or a jurisdiction which has bar admittance reciprocity with Indiana, District of Columbia, or Delaware. A candidate shall work diligently to obtain a valid license to practice law in Indiana, District of Columbia, or Delaware within 12 months of starting the position.

### **Required Experience**

One to three years of practical experience as an attorney with a law firm or corporate legal department. Alternatively, at least 10 years of experience as a paralegal in a law firm or corporate legal department reporting to a licensed attorney.

### **Preferred Experience and Education**

Concentration in transactional work and experience with finance, investments, nonprofit compliance, or insurance preferred.

### Preferred Skills

- Excellent communications and interpersonal skills, including consensus building.
- Working knowledge of laws, regulations and financial compliance.
- Effective at communicating complex information to non-legal colleagues in an accessible way.
- Excellent client-service focus.
- Excellent persuasive writing skills.
- Credible and discrete, with a high level of integrity and the ability to work with highly confidential and privileged information.
- Impeccable written and spoken language skills.
- Ability to work independently as well as collaboratively.
- Strategic thinker who can prioritize and integrate short-term and long-term goals.
- Ability to prioritize and meet multiple and competing deadlines.
- Analytical and problem-solving skills.
- Administrative skills and attention to detail.

Requires prolonged sitting with some bending, stooping and stretching; eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Also requires moderate to intense concentration due to complexity and/or need to meet deadlines, and flexibility to readily adapt to a changing environment.

If interested: please send your resume to: [alex.lieberman@stradaeducation.org](mailto:alex.lieberman@stradaeducation.org)