



Room to Read®

World Change Starts with Educated Children®

Job Description

ASSOCIATE, LEGAL AFFAIRS

Organization Profile:

Room to Read is a global organization transforming the lives of millions of children in low-income countries by focusing on literacy and gender equality in education. Founded in 2000 on the belief that World Change Starts with Educated Children®, our innovative model focuses on deep, systemic transformation within schools in low-income countries during two time periods that are most critical in a child's schooling: early primary school for literacy acquisition and secondary school for girls' education. We work in collaboration with local communities, partner organizations and governments to develop literacy skills and a habit of reading among primary school children and ensure girls can complete secondary school with the skills necessary to negotiate key life decisions. By focusing on the quality of education provided within the communities and ensuring these outcomes are measured, we have created a model that can be replicated, localized and sustained by governments. Room to Read has benefited 11.5 million children across over 20,000 communities in Bangladesh, Cambodia, Grenada, India, Indonesia, Jordan, Laos, Nepal, Rwanda, South Africa, Sri Lanka, Tanzania, Vietnam and Zambia, and aims to reach 15 million children by 2020.

Join our global movement and find ways to get involved at www.roomtoread.org/takeaction!

Position Overview:

As the second attorney for the organization, the Associate, Legal Affairs is part of the HR, IT and Legal team and has significant opportunities to work across all Global Office departments and with other Room to Read entities. Working closely with the Director, Legal Affairs, global colleagues and pro bono attorneys, the Associate manages regulatory and organizational compliance, provides support on global contract review, provides research on various legal issues and coordination of establishing operations in new countries, and supports the registration and protection of the organization's intellectual property. Additionally, s/he ensures compliance with the organization's governing structures (US and international), helps develop and implement global policies, researches and advises on potential legal issues and risks and develops global legal processes, procedures and trainings to support the global mission. The Associate reports directly to the Director, Legal Affairs and works out of the Room to Read headquarters office in San Francisco. Interaction is also required with management, staff, and outside parties.

Duties & Responsibilities:

Compliance

- Produce and file materials needed to comply with regulatory requirements including US corporate regulatory requirements and fundraising registrations, business registrations, and corporate regulatory requirements and fundraising registrations for our 24 overseas entities; organize and maintain system for retention of legal documents. Monitor key deadlines and registrations; maintain global compliance calendar for tracking filing dates. Improve global corporate governance procedures with a view to standardization and efficiency.
- Perform secretarial function (or liaise with Secretary, where appointed) for Room to Read's 13 legally separate entities. Coordinate global board meeting dates, logistics and agendas. Manage minutes and

resolutions; prepare and submit related filings. Maintain system for tracking and calendaring recurring items, including election of board members and approval of regulatory filings.

- Research and stay current with applicable laws and non-profit industry to ensure that Room to Read's Country Offices and Global Offices are in compliance with US and foreign regulatory requirements and best practices to maintain its charitable status in all states and countries in which we work (program and fundraising countries). Advise Senior Manager on emerging compliance issues; effect changes as required to comply with new laws.
- Provide research to Director and help develop advice on the application of statutes and regulations to inform business partners about regulatory obligations and risk management processes for Country Offices and Global Office.
- Manage global OFAC compliance check including ensuring compliance by Country Offices; conduct check for Global Office.
- Support compliance with existing policies in both Country Offices and Global Offices. Review and update formal policies, conduct organizational compliance training (e.g. OFAC, FRCP) and recommend additional policies.
- Support Senior Manager and accounting team to respond to external auditor's requests for document production and reporting of Room to Read's legal matters, compliance and any issues that may arise for Global Office entities.
- Create and provide trainings and presentations for Country Offices and Global Offices to foster a culture that upholds the organization's code of conduct, ethics, all regulatory and contractual requirements, organizational policies, procedures, and internal controls.
- Support Director in preparation of legal assessment for Room to Read's planned programmatic and fundraising geographical expansion with outside counsel.
- Support drafting and provision of advice to senior management and the Board of Directors on proposed expansion including appropriate legal structure, legal issues and anticipated administrative costs.
- Support drafting of corporate formation documents for new entities. Prepare incorporation filings, documents for establishing governing board, registrations with tax authorities, applications for charity status, and other related filings.

Transactional

- Draft, review, negotiate and manage wide range of contracts signed by Country Offices and Global Offices, including but not limited to grant agreements, business and administrative agreements (including procurement for school construction, book printing, school room furniture). Ensure legal documentation and structuring for transactions adhere to the intentions of each party and protect Room to Read's interests and charitable mission.
- Assist with improvement of agreement templates and procedures with a view to standardization and efficiency for Country Offices and Global Offices.
- Assist with training of Country Office and Global Office staff in use of agreement templates and related procedures.
- Research and draft memoranda on various legal issues related to all facets of Room to Read's business and operations including fundraising activities, privacy, data protection, and taxes.
- Collaborate with Director to provide advice to business partners in Country Offices and Global Office.
- Provide oversight of outside counsel for projects where required.
- Provide project support to the Director on various special projects.

Intellectual Property

- Monitor trademark filings and support management of Room to Read's trademark portfolio which includes Country Offices and Global Offices
- Research and advise Development, MarComms and Programs on protection of Room to Read's intellectual property including trademark and copyright issues.
- Support Director in protection of Room to Read's intellectual property through investigation and response with support from outside counsel.

- Support Director in development of and ensure compliance with guidelines for copyright protection for Room to Read's programmatic materials, images and local language books.

Qualifications:

Required:

- At least 3 years of experience as a transactional attorney
- JD degree with active bar membership, preferably California.
- Prior success working closely and building relationships with diverse groups of people
- Strong legal research and writing skills
- Demonstrable legal analytical skills and general business acumen
- Strong project management skills and attention to detail
- Sound legal judgment
- Excellent verbal and written communication skills in English
- Prior success working closely and building relationships with diverse groups of people
- Demonstrated ability to work in a fast-paced, growth-oriented global or regional organization
- Occasional flexibility in working hours to accommodate Room to Read's international office locations

Preferred:

- Nonprofit and international experience
- In-house experience.
- Experience with or knowledge of business and financial issues

Compensation:

Room to Read offers a competitive salary with excellent benefits. Benefits include health, dental, vision, long-term disability insurance, life insurance, commuter benefits and a 401K match. The non-monetary compensation includes a unique opportunity to be part of an innovative, meaningful, fun, and rapidly growing organization that is changing transforming the lives of millions of children in developing countries by focusing on literacy and gender equality in education.

To be successful at Room to Read, you will also:

- Have passion for our mission and a strong desire to impact a dynamic nonprofit organization
- Be a proactive and innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Application Procedure:

Qualified candidates are invited to apply through our [careers site](#). You will be asked to complete an online application and upload your resume and cover letter. You will receive an email confirmation when your application has been received.

Due to high applicant volume, we regret that we are not able to send personalized responses to all applicants. However, if you need technical assistance, please email [hiring@roomtoread.org](mailto: hiring@roomtoread.org). Applications are accepted until the position is filled.

Room to Read is proud to be an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. EOE/M/F/Vet/Disabled