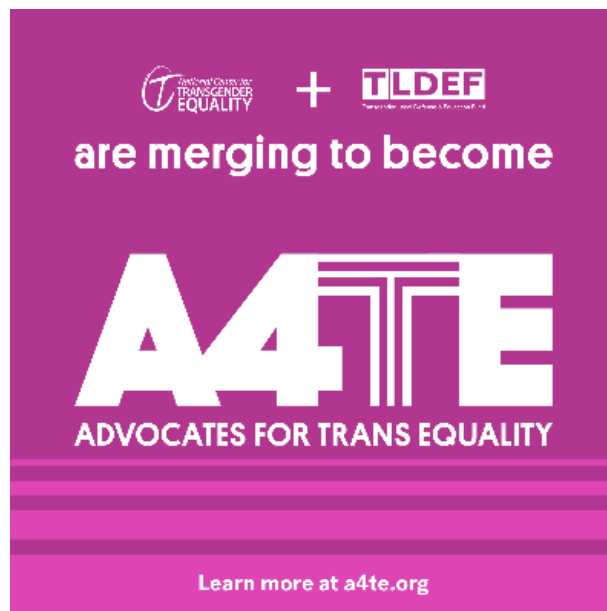


# Recruitment Profile

*for*

## General Counsel



## ***Advocates for Trans Equality Remote (U.S.)***

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

## POSITION DESCRIPTION

<b>Title:</b>	General Counsel
<b>Organization:</b>	A4TE (Advocates for Trans Equality)
<b>Reports to:</b>	Chief Executive Officer
<b>Location:</b>	Remote Eligible. New York City, NY, or Washington, DC preferred.

---

### **OVERVIEW:**

The past few years have seen a record number of anti-trans bills and unprecedented attacks on trans people and their rights. In this moment when even more states are considering anti-trans policies and legislation, trans voices are needed more urgently than ever. In response, two of the country's largest, trans-serving, national organizations – [National Center for Transgender Equality \(NCTE\)](#) and [Transgender Legal Defense and Education Fund \(TLDEF\)](#) – are joining together as **A4TE: Advocates for Trans Equality**. This newly created organization will wield twice the power, twice the influence, and twice the resources to advance policy changes and legal action to dramatically improve the lives of trans people all over the country. A4TE will continue the same life-saving work that NCTE and TLDEF have led for the past 20 years. Through education, advocacy, and litigation, they will continue to win the hearts and minds of policymakers and the public; ultimately and securing the full legal and lived equality trans people deserve. (see: [Merger Press Release](#))

A4TE fights for the legal and political rights of transgender people in America. Leveraging decades of experience on the frontlines of power, A4TE shifts government and society towards a future where we are no less than equal. Founded in 2024, A4TE was formed through an alliance by two national trans advocacy organizations and is of, for, and by the trans community. Advocates for Trans Equality (501c4) and Advocates for Trans Equality Education Fund (501c3) will focus its efforts on political and legal advocacy, public education, and community engagement. Advocates for Trans Equality and Advocates for Trans Equality Education Fund will be incorporated in Washington, DC with offices in DC and New York and will employ more than 40 dedicated staff who will share office space and work across the country.

### **A4TE Brand Pillars:**

**Of, for, and by the trans community:** informed by our intersectional identities, we are champions for trans communities nationwide.

**Catalysts from the inside out:** we work on the inside to build representation and power for trans people on the outside.

**Led by heart, driven by justice:** we meet the urgency of this moment with conviction, joy, and hope for a more just future.

**Nothing less than equality:** we are fueled by the incontrovertible belief that trans people are owed the same rights as anyone else.

**Courageous for the work:** undaunted by the forces against us, we remain steadfast in our pursuit of full equality for our community.

*To learn more about A4TE, please visit <https://A4TE.org/>.*



**REPORTING:**

The General Counsel (GC) reports directly to the Chief Executive Officer and is responsible for providing consultation to the Boards of Directors and Executive Leadership Team. The GC also serves as Board Secretary, a nonvoting member of the Board of Directors. This position currently has no direct reports.

**THE POSITION:**

In this newly created position, the GC will serve as the primary legal advisor for A4TE, providing guidance and oversight on all legal and compliance matters. The GC will play a crucial role in shaping the organization's legal strategies, managing risk, and ensuring compliance with applicable laws and regulations. The GC will serve as a key advisor on all legal, policy, operational, and administrative issues – including labor and labor relations – while providing support for governance and tax matters.

**PRIMARY RESPONSIBILITIES:**

*[NOTE: It is understood that no single candidate will have equal depth across all areas listed in the Responsibilities, Candidate Profile, or Required Skills/Personal Characteristics sections below. Successful candidates will demonstrate a compelling combination of many of them and the self-awareness and professional maturity to leverage existing or new resources in area(s) where they lack personal depth.]*

***Organizational Leadership & Strategy***

- As a member of the Executive Leadership Team, contribute to A4TE's overall growth and success by helping to shape organizational structure and strategy;
- Serve as A4TE's and related entities' Corporate Secretary by preparing Board meeting minutes and maintaining appropriate corporate records;
- Provide legal guidance and support to senior management on strategic matters such as contracts, ethics, litigation, compliance, and risk;
- Advise and support organizational growth with a holistic and adaptive mindset while balancing business risk;
- As the organization grows, hire, lead, and develop a team of dynamic legal professionals to create a robust, in-house counsel department.

***Employment & Labor Relations***

- Serve as a management representative on both the Labor Management Committee (LMC) and Management Bargaining Team (MBT). *(TLDEF ratified its first collective bargaining agreement with UAW Local 2325 - Association of Legal Aid Attorneys in 2023; NCTE is currently in negotiations with UAW Local 2325 - Association of Legal Aid Attorneys in hopes of adopting TLDEF's contract and creating one combined unit as the two organizations merge into A4TE.)*
- Partner with the Chief Equity & Operations Officer on employment and labor-related matters;
- In consultation with outside counsel, external consultants, and/or applicable departments, investigate reports of unlawful and/or unethical conduct.

***Compliance***

- Manage and direct significant corporate matters, including non-profit legal and ethical compliance, general transaction support, operational and program-related memorandums of understanding, regulatory matters, risk management, financing activities, contract management;
- Monitor and advise on new developments in federal, state, and local laws and regulations that impact A4TEs strategy and operations;
- Advise on legal aspects of the organization's financing activities and organizational structure considerations, including assessing and advising on current and future organizational entities;

- Structure key organizational initiatives in a manner that helps to achieve objectives while at the same time protecting legal, regulatory, and tax directives and considerations.

### ***Litigation***

- Represent or oversee representation of the organization and senior management in judicial and administrative proceedings, as well as in any negotiations with other state or local agencies;
- Select, retain, and manage relationship(s) with outside counsel to obtain business-related legal opinions or to handle related claims and litigation.

### ***Risk Management***

- Oversee the development of compliance and risk management programs to detect and prevent violation of laws, organizational policies, and other misconduct; promote ethical practices; and ensure the implementation of compliance programs throughout the organization;
- Provide leadership and technical guidance to ensure an effective ethics and compliance program across the organization, including the organization's annual pro bono audit and establishment of best-in-class policies and procedures;
- Spearhead the development of plans for managing business-related legal matters, including determining activities to be performed in-house or through third-party providers, and efficiently partnering across the organization to minimize risk for the organization.

### **CANDIDATE PROFILE:**

You are an experienced legal professional and organizational leader who has deep familiarity with trans identities and experience. You are mission driven and committed to protecting, defending, and advancing full legal equality for trans people and families. You are able to provide expert legal advice and counsel to a CEO and/or executive leadership team across a range of issues. You take pride in building and maintaining a "tight ship" with appropriate policies, controls, and management of risk. You have a track record of contributing to an organizational culture of learning, communication, collaboration, trust, and respect.

### ***Required Skills & Experience (should have)***

- Significant hands-on legal experience, including law firm training and/or in-house experience of increasing scope and responsibility;
- Training and/or experience in two or more of the following areas of contract law: employment and labor, general practice, litigation, non-profit governance, political/electoral law, or other relevant practice areas;
- Public interest law and/or *pro bono* experience in relevant areas such as transgender rights, LGBTQ+ equality, abortion, disability justice, racial justice, voting rights, and social justice among others;
- Strong ability to supervise and coordinate the work of attorneys, paralegals, outside counsel, and other related consultants;
- Superior negotiation skills;
- Demonstrated ability to understand and incorporate viewpoints from all stakeholders in decision-making and shared benefits;
- Ability to analyze a diverse range of issues impacting non-profit organizations and to prepare legal opinions;
- Demonstrable experience with principles and procedures of legal research;
- Knowledge of legal documentation procedures and requirements;
- Prior budget management and fiscal oversight experience;

- JD from an accredited law school, and must be a member of the DC and/or NY bars or eligible for limited in-house license;
- This position is remote-eligible, but the successful candidate will need to satisfy one of the following: join or waive into the DC bar or provide proof of DC law license;
- Ability to travel in the U.S. and work outside normal office hours including some evenings and weekends.

***Desired Experience (nice to have)***

- Prior experience working as in-house counsel;
- Experience working at a national non-profit organization with 25 or more employees and an annual budget of \$5M or more;
- Experience utilizing mediation and other proven dispute resolution mechanisms;
- Prior experience working in an advocacy, legal, or campaign-like work setting;
- Professional training and/or experience in liberatory models of labor relations;
- Servant leadership philosophy and human-centered management training.

***Personal Characteristics***

- Deep cultural competency and humility, in particular in relation to trans/nonbinary and BIPOC identities, issues, and priorities;
- Demonstrated commitment to centering the needs of the most marginalized LGBTQ+ people and to operating within a broader social justice framework;
- High level of emotional intelligence, self-awareness, and professional maturity;
- Naturally connects and builds strong relationships with other people at all levels of power, privilege, socio-economic status, and ability;
- Able to communicate clearly and persuasively in all directions (up, across, and down);
- Open and collaborative by nature but can be decisive. Able to make difficult or unpopular decisions when necessary for the good of an organization and mission;
- Leadership abilities informed by having a high degree of integrity and forethought, and the ability to act in a transparent and consistent manner;
- Firm belief that both ethics and impact are in an organization's best long-term interest;
- Comfortable with ambiguity and uncertainty and can adapt nimbly and lead others through complex situations.

***[NOTE: Research shows members of marginalized groups are less likely to apply for positions unless they meet 100% of a job description; please consider applying even if you do not meet all these criteria.]***

**COMPENSATION:**

A4TE is offering an attractive and comprehensive compensation package for this position, including a salary range of \$160,000 - \$180,000. Benefits include 100% employer paid medical, vision, dental, and life insurance; employer contributions to spousal and dependent healthcare, employer contributions to a 401k retirement plan; remote work stipends; access to gender-affirming healthcare pool; name change support; generous time off including paid holidays, paid vacation, sick time, and office-wide closures; weekly wellness hours; volunteer hours; healthcare flexible spending account; pre-tax commuter benefits; and a professional development stipend.

A4TE is committed to creating a diverse staff made of people from all segments of transgender and allied communities who are hardworking, kind, optimistic and committed to social justice. Transgender people,

non-binary people, people of color, people who were formerly incarcerated, and people with disabilities are particularly encouraged to apply.

**TO APPLY:**

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of A4TE. KCESG and A4TE do not discriminate on any basis, including sex, age, class, gender identity or expression, ethnicity, ancestry, military status, genetic information, marital status, physical or mental ability or disability, race, religion, sexual orientation; access to public benefits and/or housing voucher assistance; other sources of income that do not conflict with the fundamental values or needs of the organization; veteran status; criminal record provided the past convictions do not impact funding, the organization's values and mission, the employee's ability to perform their core job duties, and licensing requirements; or any other characteristic protected by law.

To apply, please submit a complete resume with full employment history and a cover letter detailing your interest in the position and the professional and/or lived experience you believe makes you a uniquely qualified candidate for this role.

**Kevin Chase**, Managing Partner  
[Kevin@kevinchasesearch.com](mailto:Kevin@kevinchasesearch.com)

**Catie DiFelice**, Senior Associate  
[Catie@kevinchasesearch.com](mailto:Catie@kevinchasesearch.com)

**Kevin Chase Executive Search Group**

(323) 930-8948

[www.kevinchasesearch.com](http://www.kevinchasesearch.com)

*Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.*