



Job Description

Job Title:	General Counsel
Department:	Executive
Reports To:	Chief Operating Officer
FLSA Status:	Exempt
Salary Range:	\$80,000 - \$120,000
Location:	Tallahassee

BASIC PURPOSE:

Legal adviser to Enterprise Florida (EFI) and its constituents, leads corporate strategic and tactical legal initiatives, and is directly involved in complex transactions in negotiating critical contracts. Ensures EFI is acting within the law and fully compliant in all legal matters.

ESSENTIAL RESPONSIBILITIES and TASKS:

- Advise senior management on all legal matters affecting the organization's operations and governance including legal review and advice on risks and implications of new projects and with business arrangements to support strategic and operational decision-making. Address and respond to legal issues directly or through managing outside counsel.
- Negotiate, draft, and execute contracts and agreements, including commercial and professional service contracts, non-disclosure and confidentiality agreements and annual funding agreements with the State of Florida, including corporate measures and standards.
- Review all agreements executed by EFI for legal sufficiency and compliance
- Employment law – Remain current on new legislation affecting the workforce. Communicate information as needed to senior management
- Serve as subject matter expert and review organizational compliance with laws relating to public records requests, sunshine laws and ethics
- On an on-going basis, review laws and regulations that impact the organization's compliance requirements.
- Monitor and ensure compliance with local, state and federal laws, including legal guidance regarding employment law and related issues.

SUPERVISION:

None at this time

ACCOUNTABILITY: Impact and Scope:

Position is a member of EFI's Executive Division and reports directly to the COO in providing support and guidance to all units on all legal matter affecting the organization. This is a VP-level position that will be accountable to EFI's senior leadership and Board of Directors.

MINIMUM QUALIFICATIONS REQUIRED:

- Member in good standing with the Florida Bar
- Minimum six years as a practicing attorney in a law firm or corporate environment, combined with experience in business, economic development or Government
- Initiative and ability to identify risks and manage them effectively
- Outstanding judgment and unquestioned integrity

PREFERRED QUALIFICATIONS:

- Legal background in business, finance and/or state government operations
- Experience managing professional and administrative staff
- Experience presenting to Boards with senior executives
- Skillful use of Microsoft Outlook, Word & Excel
- Demonstrated attention to detail, organization and follow-through

Send resume with salary history to: hrdirector@eflorida.com

EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.