



Job Description

Job Title: General Counsel
Department: Operations
FLSA Status: Exempt
Salary Range: \$80,000-\$115,000

BASIC PURPOSE:

The **General Counsel** is responsible for providing legal guidance, serving as a subject matter expert, and ensuring that EFI is compliant with all laws, regulations and contractual obligations in its operations and agreements, with particular attention to EFI's operating agreement with the Department of Economic Opportunity (DEO).

ESSENTIAL DUTIES:

LEGAL RESPONSIBILITIES:

- 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
- Sunshine, Public Records and Ethics – 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.
- Consult on the dissemination of information, answering of questions, and serve as a subject matter expert for the organization on all compliance-related issues especially as relates to legal requirements of sunshine and public records laws.

ADDITIONAL RESPONSIBILITIES:

Other duties will be assigned to the incumbent, in order to make it a full-time position. The additional assignments will be based upon the incumbent's unique abilities and qualifications. This position may be combined with an existing position.

SUPERVISION: None

ACCOUNTABILITY: Impact and Scope: Position is housed in Administration: provides support and guidance to all units regarding contracts, archiving and compliance with state contract and EFI policies.

MINIMUM QUALIFICATIONS REQUIRED:

- Member in good standing with the Florida Bar
- Minimum two 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

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

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

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

Please apply for this position to HRDirector@EnterpriseFlorida.com or through the job posting on Indeed.