

THE BAIL PROJECT

Position Title: General Counsel

Reports to: CEO

Release date: July, 2018

Location: Los Angeles, CA (with 20% travel)

Background:

The Bail Project is a new non-profit organization designed to combat mass incarceration by disrupting the money bail system –one person at a time. Over the next five years, The Bail Project will work with local partners to open dozens of sites in high-need jurisdictions and pay bail for tens of thousands of low-income people, reducing the human suffering caused by unaffordable cash bail and building on the work of grassroots groups and movements for decarceration and racial justice.

Our organization is comprised of a central support team and a network of Bail Disruptors who work in local jurisdictions to identify community members in pretrial detention, pay their bail, and provide support throughout the legal process. Our model leverages the fact that bail money is returned when people make their court appearances, allowing us to maintain a revolving bail fund and maximize our impact.

In addition to posting bail, The Bail Project seeks to partner with local advocacy groups, collect stories and data from our sites and work with universities to measure the socio-economic impacts of unaffordable cash bail with the goal of informing legislative reform.

Through these efforts, The Bail Project will be the largest non-governmental decarceration of Americans in history—reducing human suffering, restoring the presumption of innocence, and adding to the growing momentum to end mass incarceration.

Position Summary:

The General Counsel is responsible for providing professional advice on legal, strategic and public policy matters facing The Bail Project. The General Counsel works directly with the CEO, Chief of Staff, and Board on managing and assessing organizational risk, ensuring compliance with federal, state and municipal laws, and upholding an ethos of integrity for all of The Bail Project's endeavors.

Responsibilities:

In the areas of senior leadership and strategy, the General Counsel will:

- Work with other members of senior leadership to ensure the organization's policies, practices, and operations achieve The Bail Project's mission and strategic goals
- Work closely with the CEO, Chief of Staff, and CFO
- Maintain familiarity with and expertise in non-profit policies and procedures and integrate best practices into the organization's operations
- Advise on and anticipate legal risks and liabilities

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- Incorporate risk mitigation strategies into the organizational plan
- Develop appropriate legal support and guidance in alignment with The Bail Project's mission

In working with the Board of Directors, the General Counsel will:

- Build a strong working relationship with the Board of Directors
- Support Board development
- Facilitate as needed effective communication between Board members, Board Committee members, and staff
- Draft/prepare Board resolutions
- Prepare pre- and post-meeting reports for the Board of Directors
- Ensure the preparation of minutes for all Board meetings and standing Board Committee meetings
- Maintain corporate records of the organization

In providing organization-wide legal services, the General Counsel will:

- Develop best practices for a rapidly growing non-profit organization
- Ensure organizational compliance with laws and regulations for non-profit and tax-exempt organizations
- Manage drafting of internal policies for Board, staff, and volunteers
- Provide legal advice on negotiations, business transactions, contracts, compliance and reporting requirements, employment laws and regulations, and other applicable laws and regulations
- Negotiate, draft, and review business, vendor, consultant, and real estate contracts
- Oversee organizational responses to claims, lawsuits, and subpoenas
- Represent The Bail Project in judicial and administrative proceedings
- Assist with document retention and organizational reporting requirements

In promoting the organization's mission of combating mass incarceration, the General Counsel will:

- Manage pro bono legal relationships, particularly local counsel relationships
- Develop appropriate affirmative strategies in conjunction with local counsel
- Advise on policy development to address mass incarceration

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Qualifications:

The Bail Project is seeking a driven, skilled, and highly organized General Counsel with a deep commitment to The Bail Project's mission to eliminate race and wealth-based disparities in our criminal justice system. Applicants must be willing to work independently, as well as in collaborative teams. A sense of humor, innovative spirit, and the ability to adapt quickly to the changes inherent in a rapidly scaling startup are essential.

To excel in this role, an applicant will likely have the following:

Licensed attorney in at least one jurisdiction with a preference for California or New York

7+ years prior law firm or in-house counsel experience

A demonstrated commitment to social and racial justice, particularly our organizational mission of addressing mass incarceration, criminal justice reform, or related social justice issues

Have significant experience working with a Board of Directors and Board committees

Skilled in working with the media and public speaking on behalf of the organization

Experience working for or representing a national nonprofit organization, particularly a membership organization

Track record of conducting organization-wide strategic planning and development

Understanding of financial management, business functions, and budgeting

Experience with contract drafting, negotiation, and management

Knowledge of non-profit regulations, laws, and charitable giving requirements

Knowledge of employment laws and regulations

Emotional intelligence, ability to work independently, and ability to handle multiple projects

Compensation: This is a full-time exempt position. Salary is commensurate with experience. The Bail Project offers competitive health benefits, dental and vision plans, flexible PTO, life insurance and enrollment into 401k program.

How to Apply: Interested applicants should submit a resume and cover letter to the senior consultant, Marilyn Machlowitz, at our search firm: Machlowitz Consultants, Inc. mm@machlowitz.com

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The Bail Project is proud to be an equal opportunity/affirmative action employer and actively seeks the candidacy of people of color, women, and formerly incarcerated individuals. We are committed to inclusive hiring and dedicated to diversity in our work and staff.