



Job Description

GENERAL COUNSEL & VICE PRESIDENT

Full-Time | Exempt | Reports to CEO

JOB SUMMARY

Responsible for the overall leadership, direction and operations of the Legal Group; providing legal advice and assistance to KS Trustees, CEO, VPs and staff; coordinating and monitoring the legal affairs of KS. Responsible for developing, reviewing, approving, executing and monitoring the overall strategic, tactical and operational planning for the Legal Group with critical focus upon defending, protecting and perpetuating the Will of Bernice Pauahi Bishop and preserving the tax-exempt status of KS.

ESSENTIAL RESPONSIBILITIES

Leadership and Management

- Provides leadership and direction for the overall legal group.
- Acts in concert with the Chief Executive Officer in developing and executing organization-wide strategies.
- Exemplifies the mission, vision and values of the organization through thoughts and actions and serves as a consummate representative of the organization to internal and external communities.
- Develops and manages guidelines, plans, procedures, processes for the Legal Group to ensure the effective and efficient delivery of legal services to the organization.
- Continuously evaluates and improves the overall efficiency and effectiveness of the group to ensure it achieves its mission.
- Oversees and is accountable for fiscal management of Legal Group budget.
- Provides enterprise leadership and guidance on enterprise operational functions.

Legal Strategic Planning

- Responsible for developing, reviewing, approving and monitoring the overall strategic, tactical and operational planning for the Legal Group with critical focus upon defending, protecting and perpetuating the Will of Bernice Pauahi Bishop and preserving the tax-exempt status of KS.

Primary Legal Counsel

- Acts as primary legal counsel to the Trustees, CEO, Vice Presidents, and KS leaders in seeking advice and guidance on sensitive, confidential, or complex legal issues.
- Actively keeps the Trustees, CEO and Vice Presidents abreast of legal, fiduciary/trust, tax and compliance trends and challenges, and effectively recommends appropriate action as required.

Regulatory Compliance

- Responsible for developing, implementing and maintaining a regulatory compliance program for KS, including compliance with mandates deriving from: (1) the Will of Bernice Pauahi Bishop, (2) Probate Court orders and stipulations, (3) Internal Revenue Code, regulations and IRS Closing Agreements, (4) all applicable federal and state laws, (5) the Master appointed by the Probate Court, and (6) the Attorney General acting as *parens patriae*.

Education and Financial Aid Legal Services

- Oversees the delivery of legal services to Kamehameha Schools (all campuses), preschools, extension and outreach programs, early childhood education programs, admissions, scholarships and tuition aid programs and other requests for legal services related to educational and financial aid matters.

Endowment Legal Service

- Oversees the delivery of legal services relating to KS' consolidated assets, including core real estate assets, mainland real estate assets and financial investments.
- Oversees the delivery of legal services to KS subsidiaries to the extent allowed by law.

Litigation

- Oversees all litigation, claims and charges involving KS.
- Aggressively asserts or defends KS' position in the most cost-efficient manner.

Oversees Outside Counsel

- Oversees the retention of work of outside counsel and consultants, review and approves outside counsel and consultant billings and cost.
- Regularly evaluates the performance of outside counsel and seeks the most cost-effective and efficient delivery of quality legal services through a combination of in-house and outside resources. Performs other related duties as assigned or requested.

Tax

- Oversees the delivery of all tax services and guidance involving KS.

POSITION REQUIREMENTS

Minimum Qualifications - A combination of education and experience may be substituted for the requirements listed.

- Juris Doctorate degree from an accredited college or university.
- Active Hawaii License as a Lawyer with the Hawaii State Bar Association.
- Minimum of 10 years of progressive management experience with 5 years at the senior management or executive level, preferably in a similarly complex organization with demonstrated leadership and change management skills.
- Minimum 12 years as a licensed attorney, working with and managing attorneys on complex legal projects.
- Experience serving as primary legal counsel to Board of Directors/Trustees, CEO, VPs, keeping them abreast of legal, fiduciary/trust, tax and compliance trends and challenges, recommending appropriate action as required.

Preferred Qualifications

- Experience developing, implementing, and maintaining regulatory compliance programs. At KS, these include, (1) the Will of Bernice Pauahi Bishop, 2) Probate Court orders and stipulations, 3) Internal Revenue Code, regulations and IRS Closing Agreements, 4) all applicable federal and state laws, 5) the Master appointed by the Probate Court, and, 6) the Attorney General acting as *parens patriae*.
- Experience related to educational legal services (K-12, preschools, extension and outreach programs, early childhood education programs, admissions), and financial aid matters (scholarships, tuition aid programs), consolidated assets, including core real estate assets, mainland real estate assets, and financial investments.
- Litigation experience.
- Legal experience involving business, real property, fiduciary/trust and tax laws.
- Experience working with tax-exempt organizations.

Physical Requirements

- Frequently sits, perform desk-based computer tasks and grasp light or fine manipulation, talk or hear.
- Occasionally stand and/or walk, write by hand, and lift and/or carry, push and/or pull objects that weigh up to 10 pounds.
- Rarely twist, bend, stoop, squat, kneel, crawl, climb, reach or work above shoulder, or grasp forcefully.

Working Conditions

- This position involves traveling to various locations, including neighbor islands to conduct business.

- Work is conducted in an office/school environment and may require work to be conducted in non-standard workplaces.
- Work is typically conducted Monday through Friday at normal business hours but evening and weekend hours are often required to meet goals and objectives.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this job. This is not intended to be an exhaustive list of all the responsibilities, duties and skills required. The incumbent may be expected to perform other duties as assigned.