



JOB DESCRIPTION

JOB TITLE: GENERAL COUNSEL

FLSA: Exempt

REPORTS TO: EXECUTIVE DIRECTOR

FT/PT: Full-Time

POSITION SUMMARY

The General Counsel provides legal advice across the company, balancing legal requirements and needs with company values and objectives. Oversees and manages the legal department.

- Solutions Oriented
- Mission-Driven Advocate for Project Veritas
- Expert level experience managing outside counsel
- Must be located at Headquarters in Fairfield County, CT

ESSENTIAL JOB FUNCTIONS

- Provides advice and counsel on a broad range of highly complex legal problems and matters, including issues related to constitutional amendments including the First Amendment, complex transactions, privacy and records management, matters involving copyright and technology transfer, and any other topic as directed by the board, the Chief Executive Officer or Executive Director.
- Provides sound and timely advice on matters of policy and governance, including human resource administration.
- Provides legal advice, including preventative legal measures and legal representation in monitoring and resolving disputes that may lead to litigation.
- Prioritizes matters and manages multiple competing projects.
- Manages litigation process from start to finish to protect and advocate the Company's legal positions, including all legacy litigation.
- Conducts early case assessment and investigate as necessary.
- Interviews and hires appropriate outside counsel for both litigation and compliance matters, including developing a budget for each litigation matter, and manages outside counsel accordingly.
- Actively manages and supports outside counsel in the administration of each litigation matter including liaising with business clients, and regular reporting to senior management.
- Promptly reports litigation as required by senior management and risk management and prepares necessary reports as requested.
- Refines and further develops corporate-wide systems, technologies and procedures for the identification and cost-efficient management of litigation and litigation related risk.
- Responds to legal inquiries such as subpoenas or other regulatory demands.
- Functions as the lead compliance investigator. Conducts individual, as well as joint, investigations that are prompt, thorough and objective. Prepares the investigation report.



- Provides leadership, guidance and coordination to any other investigators who may be assisting in the investigation process.
- Assists the business with identifying appropriate remedial and preventative actions to avoid a recurrence and understands trends.
- Supports the team in all risk assessment and compliance matters both in terms of prevention and in response to specific situations.
- Provides advice and counsel concerning compliance with federal and state statutes and regulations affecting non-profits.
- Oversees all matters related to company's NFP status, including advocacy, internal compliance, reporting and development of future governance structures.
- Provides legal advice and guidance on all media matters.
- Drafts and implements company compliance policies.
- Organizes periodic training and reporting on compliance topics and enhances general awareness of compliance issues within the business.
- Cooperates closely with outside financial and legal advisors.
- Performs internal investigations as needed.
- Assists in reporting to the board and the audit committee.
- Assists in maintenance, enforcement and monitoring of policies and code of conduct.
- Assists in responding to miscellaneous compliance matters as needed.

QUALIFICATIONS

- Demonstrated commitment to the mission and values of the organization and its constituents.
- J.D. from top law school with strong academic record and bar admission (and in good standing) in any U.S. state. Connecticut State Bar preferred.
- 7-10 years of professional experience, ideally 3-5 in-house in a General Counsel or comparable role.
- Have a broad range of subject-matter experience, including data privacy, Constitutional law, IP, regulatory work, transactional work (including contract negotiation and licensing) and corporate governance.
- Self-starter.
- Strong sense of urgency.
- Excellent communication skills with impeccable written, verbal and presentation skills.
- Proven ability to maintain confidentiality with regard to sensitive issues and information and exercise discretion in dealing with sensitive or potentially sensitive topics.
- Provision of sophisticated legal advice and counsel reflecting sound judgment, substantive in-depth legal knowledge and an understanding of complex business transactions.
- Experience in successfully formulating and leading legal strategy and execution in complex matters, with many constituents' interests.
- Ability to deliver difficult messages in sensitive situations while maintaining trust and strong working relationships with outside counsel and colleagues.
- Highly organized and able to juggle many projects at any given time.
- Proven track record providing proactive, pragmatic legal counsel.



PHYSICAL DEMANDS OF THE JOB

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Making substantial movements (motions) of the wrists, hands, and/or fingers to type, write, file, perform clerical tasks, and/or operate a computer and/or mobile device.
- Speaking/talking to express or exchange ideas or provide instructions.
- Hearing with or without correction to perceive normal speaking levels.
- Must have the ability to receive detailed information through oral communication.
- Sitting at a desk frequently.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Standing/remaining upright on the feet periodically.
- Walking/moving about on feet to accomplish tasks, from one part of the office to another.
- Visual acuity with or without correction to prepare and analyze data and figures, view a computer terminal, read extensively, operate office machines, and to determine the accuracy, neatness and thoroughness of the work assigned.
- Ability to travel

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this position, the employee is mainly subject to an office environment with climate-control, not substantially exposed to adverse environmental conditions.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Occasional travel

EMPLOYEE ACKNOWLEDGEMENT

Project Veritas provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type including, but not limited to, race, color, religion,



age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, pregnancy, gender identity or expression, or any other characteristic protected by federal, state or local laws. Project Veritas prohibits retaliation against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

This job description is not intended to be all-inclusive. This position may be assigned to perform other duties to meet the ongoing needs of the organization.

I have read and understand this explanation and job description.

Employee Name:

Employee Signature:

Date: _____