



Skytz Consulting

General Counsel & Corporate Secretary (m/f/x)

- Client: [National Association](#)
- Location: [Washington, DC](#)
- Work type: [Full time](#)

The position is responsible for protecting Our Client's legal interests and operations, in compliance with applicable federal, state and local laws. The position is also responsible for overseeing Our Client's Legal Services staff. The position serves as the chief legal officer for Our Client and the Board of Directors, including managing and overseeing Executive Committee and Board operations. The position reports directly to the President and Chief Executive Officer.

Major duties and responsibilities include:

- Develops and deploys legal strategy, including offensive and defensive litigation as well as collaborates with technical and policy staff to provide input on regulations and legislation that could impact the business of chemistry.
- Manages legal risk to Our Client, including political and lobbying compliance and oversees contracts between Our Client and outside parties.
- Oversees corporate governance of Our Client, including Board and Board Committee processes and serves as the Corporate Secretary to the organization.
- Serves as a member of the Our Client senior management team and maintains responsibility for coordinating and aligning with other Our Client departments/divisions.
- Oversees overall organizational compliance with applicable federal, state and local laws, including antitrust risk.
- Serves as Chief Compliance Officer, including oversight and management of Our Client's Code of Ethics and Conduct program.
- Oversees selection, retention, management and evaluation of all outside counsel. Oversees the employees within the Legal Services department, including establishing performance objectives, conducting performance reviews, and facilitating employee development for direct reports.
- Directs the development of annual legal operational budget.

Required Skills:

- Juris Doctorate degree from an accredited law school.
- Admission to the bar to practice law
- 12 years' experience as an attorney.
- Eight years advocacy or related experience.
- Demonstrated knowledge of the chemical or related industry

Nice-To-Have

- Federal government (EPA) or related experience
- Trade association experience
- Base level knowledge of Environment, Health and Safety (EHS) laws.
- Board and Board governance experience.

Contact details: Philipp Hoffschroer, 307-429-0181, applications@skytz-consulting.com

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