



Animal Welfare Institute

900 PENNSYLVANIA AVENUE, SE, WASHINGTON, DC 20003 · 202-337-2332 · AWIONLINE.ORG

Deputy General Counsel

\$90,000-115,000 per year to start, plus generous benefits

Permanent, Full-Time | Based in Washington, DC

J.D. and Minimum Eight Years Legal Experience Required

The Animal Welfare Institute—a DC-based national advocacy organization with international reach—seeks to hire a Deputy General Counsel who shares our dedication to alleviating animal suffering caused by people.

About AWI: You would join more than 35 highly motivated staff and consultants working in our headquarters in Washington, DC, and remotely across the United States and Canada. For 74 years, we have advanced our mission through strategically crafted political and legal advocacy, educational programs, litigation, research, and engagement with policymakers, scientists, industry, educators, other NGOs, the media, and the public. We dedicate more than 90 percent of our budget to activities that protect animals everywhere: in agriculture, in commerce, in our homes and communities, in research, and in the wild. AWI is committed to equal opportunity, non-discrimination, and fostering a culture of inclusivity that embraces a variety of diverse perspectives and experiences.

Why this position matters: We seek a full-time attorney who is committed to improving animal welfare and who can, under the supervision of the General Counsel (GC), work with leadership and staff to help AWI maintain compliance with legal requirements for §501(c)(3) nonprofit organizations. They will also be a member of the Legal Team (attorneys from across the organization) and help research and analyze legal issues, including cross-cutting issues not unique to any program. We are an experienced, close-knit, and collaborative team, where creative, out-of-the box thinking and sharing ideas are essential.

You could be our next Deputy General Counsel if you have:

- A J.D. as well as admission to, and good standing with, a state bar
- A minimum eight years of relevant legal experience
- Demonstrated passion for AWI's mission and commitment to public interest work
- A commitment to the highest standards of professional conduct and the ability to exercise excellent judgment, discretion, and confidentiality with sensitive matters
- Working legal knowledge of applicable law regarding most of the following (and a willingness to learn those you don't know): charitable/nonprofit organizations (including IRS requirements for §501(c)(3) organizations and charitable solicitations and donations); legal ethics and the practice of law; state and federal labor and employment law; contracts; torts and insurance; intellectual property; state and federal lobbying, including reporting and compliance; privacy, data, and technology. (Knowledge of the False Claims Act and Freedom of Information Act a plus)
- Exceptional legal research, issue-spotting, and analytical skills, as well as the ability to take initiative and think creatively about organizational activities and strategies and find innovative solutions to unique challenges
- Exceptional oral and written communication and negotiating skills, with the ability to facilitate conversation and drive decision-making in a consensus-oriented organization
- Demonstrated ability to work independently and proactively while keeping leadership appropriately informed, work constructively in a team environment, and effectively and respectfully communicate and collaborate with people of various backgrounds, identities, and experiences
- Demonstrated ability to work under pressure in a fast-paced environment, meet internal and external deadlines, use good time management and organizational skills, and prioritize among competing tasks
- Experience with nonprofit organizations, particularly NGOs, either in a legal role, as outside counsel, or in a board capacity

What you'll be doing:

- Oversee compliance with applicable law and uphold high standards of ethics, integrity, and equity throughout the organization's operations. Work with Operations Team to ensure that appropriate staff training is provided as needed. This includes but is not limited to the following duties:
 - Advise on charitable solicitation guidelines and registrations and compliance with lobbying rules and restrictions on political activity.
 - Assist with regulatory reporting and approvals.
 - Conduct and/or assist with labor and employment law matters, including internal investigations and advising on new legal/regulatory requirements.
 - Provide legal research and analysis to the GC relating to the operations of the AWI Board of Directors and its committees, including guidance on rules of procedure and fiduciary responsibilities, to help ensure that governance and operations reflect best practices.
 - Advise on legal requirements re data, privacy, security, and technology.
- Provide assistance to the GC as needed, including serving as their representative.
- Help develop litigation and legal advocacy strategies to support program goals, including by proactively conducting legal research and identifying legal opportunities.
- Draft, analyze, and track federal and state public records requests and communicate with agencies to obtain timely responses.
- Help manage whistleblower complaints received from third parties reporting animal welfare concerns.
- Draft/update contract templates, provide legal support to grant review process, and review, negotiate, and draft agreements, including those with vendors, funders, and partner organizations.
- Provide legal support in negotiating/documenting insurance coverage, intellectual property issues, and other operational questions, including assessing the need for outside counsel.
- Help manage process for engaging and overseeing work of outside counsel.
- Assist the Legal Team with hiring, supervising, and mentoring interns.

Job Location: With flexibility to occasionally work from home, the Deputy GC is expected to work from AWI's DC office (in converted townhouses one block from the Eastern Market Metro) on a regular basis.

Salary and Benefits: The annual starting salary range is \$90,000–\$115,000. Salary is based on experience, qualifications, skills, and internal equity. The hiring range maximum is reserved for candidates with the highest qualifications and relevant experience. We offer an excellent benefits package, including:

- 100% employer-paid medical, dental, and vision insurance
- Paid time-off that includes 3 weeks vacation, 3 weeks sick leave, 5 personal days, and 12 paid holidays
- 401(k) with employer match of 5% of employee's salary
- 12 weeks of paid parental leave following childbirth or adoption
- 100% employer-paid short-term and long-term disability benefits
- Support for mental wellness, including CareFirst Wellness and an Employee Assistance Program
- Access to reduced-rate pet insurance payable through payroll deductions
- Resources to attend conferences and professional development trainings
- A dog-friendly DC office, on-site parking, and access to DC Metro SmartBenefits program

How to apply:

- **Cover letter:** Without using AI tools, tell us why you want to join the AWI team, why you are interested in this position and the public interest legal field, and why you are qualified, including a description of the level of responsibility and complexity involved in your previous work.
- **Resume and Writing Sample:** Attach a resume and a writing sample (no longer than five pages) that is predominantly, if not exclusively, your own work.
- **Email:** Send materials to jobs@awionline.org with **Deputy General Counsel** in the subject line.
- **Timing:** First round of interviews will be from applications received by August 17. After this date, we will continue to accept and review applications received as needed. The position will remain open until filled.

AWI is an equal opportunity employer. We are committed to employment practices that provide equal opportunities for all persons without regard to age, gender, race, color, national origin, ethnicity, sexual orientation, gender identity, disability, or any other characteristic protected by federal or state law. We are committed to fostering a culture of inclusivity that embraces a variety of diverse perspectives and experiences, and encourage applications from candidates whose background and experiences have been historically under-represented in the animal welfare movement.