

### **Associate General Counsel**

The Certified Financial Planner Board of Standards (“CFP Board”) - headquartered in Washington, D.C.-is the certifying body for financial planning professionals. It is a non-profit organization that fosters professional standards in personal financial planning through its setting and enforcement of the education, examination, experience, ethics, and other requirements for the CFP certification.

CFP Board seeks a highly motivated team player to provide general corporate and legal analysis and advice on business matters including governance, contracts, and trademarks; assist with the development of standards and guidance materials concerning CFP Board’s *Code of Ethics and Standards of Conduct*; and represent CFP Board in appeals of disciplinary decisions to the Code and Standards Enforcement Committee of the Board of Directors.

The ideal candidate will embrace open collaboration, possess intellectual curiosity, and help the organization deliver results towards fulfilling our mission.

### **Essential Functions**

- Works closely with General Counsel to support the work of the Board of Directors and its Governance Committee, including implementing and updating CFP Board’s governance documents (*e.g.* Bylaws and Committee Charters) and drafting resolutions, memoranda, and related documents
- Develops, updates, and stores governance, compliance, and policy documents
- Provides counsel to staff on the development and management of contracts, and reviews, drafts, negotiates, organizes, and manages contracts
- Assists General Counsel in ensuring that CFP Board’s intellectual property is maintained, protected, and expanded where appropriate
- Manages work of paralegal on intellectual property matters, including with respect to guidance provided to internal and external stakeholders on intellectual property issues
- Educates staff on CFP Board’s contracting process and legal and compliance policies
- Assists the General Counsel and CFP Board’s volunteer Commissions with the development of standards, including CFP Board’s *Code of Ethics and Standards of Conduct*, *Sanctions Guidelines*, *Fitness Standards*, and *Procedural Rules*
- Assists the General Counsel and CFP Board’s volunteer Commissions with the development of guidance materials, including responses to email inquiries, concerning CFP Board’s *Code of Ethics and Standards of Conduct* and *Fitness Standards*
- Develops memoranda, agendas, minutes, and other materials for volunteer Council and Commission meetings
- Provides occasional assistance with the adjudication of alleged violations of the *Code and Standards* before CFP Board’s Disciplinary and Ethics Commission (DEC)

- Represents CFP Board as advocate (preparation of written briefs and presentation of oral argument) in appeals of DEC decisions to the Code and Standards Enforcement Committee of the Board of Directors
- Collaborates with CFP Board's Continuing Education department to review ethics CE materials for alignment with the *Code and Standards*
- Remains up to date on relevant developments in the areas of tax-exempt organizations, contract law, intellectual property, and compliance issues, including laws and regulations that apply to non-profits
- Recommends procedures and policies that will improve upon the efficiency of the department
- Performs other duties as assigned

### **Background/Skills/Abilities Preferred**

- J.D. (Juris Doctorate) degree from an accredited law school
- Active status licensed attorney in any state or District of Columbia; eligible to be admitted in D.C.
- Five+ years of legal practice experience at a large law firm or in-house legal department
- Experience with financial services regulations or compliance preferred
- Experience as a judicial law clerk preferred
- Demonstrated legal research, analytical, and critical thinking skills
- Exemplary written and oral communications skills, including the ability to cogently summarize issues
- Ability to prepare and present facts in a logical, clear, and concise manner
- Ability to collaborate with volunteers and all levels of CFP Board Staff across organizational functions
- Demonstrated ability to draft and negotiate a broad range of contractual agreements
- Demonstrated ability to provide advice on governance and intellectual property issues preferred
- Self-starter with strong motivation and sense of ownership
- Outstanding attention to detail, multi-tasking, time management, and organizational skills
- Ability to quickly prioritize and meet critical and sometimes competing deadlines
- Ability to exercise discretion in handling confidential and sensitive matters
- Proficiency with Microsoft Office

To apply, send your resume and one-page letter summarizing your interest, qualifications, and salary expectations. Please reference the Associate General Counsel position in your cover letter. Email your application to [humanresources@cfpboard.org](mailto:humanresources@cfpboard.org), Attention: Director, Human Resources, CFP Board, 1425 K Street NW, Suite 800, Washington, DC 20005.

CFP Board believes that diversity of experience and perspective are strengths and seeks to continue to grow a highly committed, skilled, and collaborative staff.