



**THE 360 GROUP**  
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# Silicon Valley Community Foundation

## General Counsel

Position Description & Candidate Profile

# General Counsel

## Location

Mountain View, CA

## Reports to

President and CEO

## Our Client

For the past 20 years, the mission of the Silicon Valley Community Foundation (SVCF) has been to advance innovative solutions to challenging problems. The organization has returned to its community foundation roots - engaging donors, corporations, government and community partners in efforts to make the Silicon Valley region and the world a better place. Based in Mountain View, California, SVCF partners with families, individuals and corporations to manage and facilitate their philanthropy by connecting donors to communities' most pressing needs. SVCF has more than \$18 billion in assets under influence, and deploys more than \$2 billion annually to 15,000 nonprofit organizations in communities in the Bay Area and beyond, making it one of the nation's largest grantmakers.

SVCF works to improve people's lives in San Mateo and Santa Clara counties, and partners with donors, companies and other foundations to address regional concerns that affect local communities. Despite the area's great wealth, residents are challenged by so much - dearth of affordable and low-income housing and accessible transit, economic immobility and the precarious safety and security of immigrant residents, among other issues. Coming out of its most recent strategic planning process, the community foundation now focuses on reducing systemic disparities, building strong and engaged communities, and growing the culture and practice of effective philanthropy.

SVCF is a trusted and enduring institution for the community, and donors are critical to its success. SVCF works closely with more than 1,200 donors and corporate clients to understand their philanthropic goals and the best ways to accomplish them. From accepting complex assets and establishing giving vehicles, to facilitating grantmaking and other types of investments, SVCF is committed to ensuring donors make the impact they seek. This core area of work facilitates the movement of resources to communities.

SVCF partners with community organizations, other foundations, and government leaders to address public policy issues, advance the best ideas and direct its resources swiftly and strategically toward critical issues. The foundation serves as a resource for nonprofit, civic, government and philanthropic organizations.

There are several ways SVCF contributes, including:

- Initiatives: launching initiatives and special projects, partnering with other foundations, corporations, nonprofits, donors and government agencies on topics or issues of regional importance
- Research: commissioning research to identify emerging issues, monitor trends and provide analysis
- Public forums/convenings: bringing people together to engage in discussion and problem-solving
- Advocacy: taking positions on critical issues and advocating for policy outcomes

We invite you to learn more about the Silicon Valley Community Foundation at <https://www.siliconvalleycf.org>.

### Position Responsibilities

The General Counsel is a member of the Foundation's Executive Leadership Team, and reports to the President and CEO. The General Counsel role is critical to helping the Foundation structure donor and grant agreements, as SVCF is the recipient of large and complex gifts, and makes similarly complex grants locally and around the world. The position is also charged with ensuring that SVCF remains in compliance with relevant laws, IRS regulations and contract agreements. This role requires a solutions-oriented and creative thinker with extensive legal expertise, discretion, judgment and a passion for SVCF's mission.

The General Counsel functions as in-house legal counsel to SVCF's Board, executive leadership team, and other team members on legal and risk management issues relating to general business practices and foundation matters. This position manages a range of complex contractual, litigation, tax, regulatory, compliance matters and assists with Foundation governance policies and practices. The General Counsel also works with SVCF's supporting organizations to ensure compliance with applicable laws and the Foundation's policies and operational procedures. The General Counsel will be able to forecast, identify and assess legal

risks while simultaneously providing pragmatic, solutions-focused guidance that balances risk mitigation with organizational goals.

The General Counsel must maintain high standards of ethics, integrity and confidentiality at all times due to the General Counsel's access to highly sensitive information.

Specifically, the General Counsel will be responsible for:

- Working on internal “deal teams,” facilitating fund modifications, estate settlements and gifts of complex appreciated assets, such as stock and real estate, and closely held business interests and other illiquid assets; managing the process for administration and sale of such assets
- In conjunction with the Philanthropic Partnerships team and the CFO, overseeing SVCF's planned giving program – especially legal and contractual issues associated with bequests and the like
- Ensure compliance on all grantmaking, including legal issues associated with international grantmaking; keep abreast of all relevant federal and state laws and regulations
- Developing and managing contracts with vendors, consultants, philanthropic support arrangements and grants awarded to SVCF from external funders, which include local and national foundations and local, state and federal governmental entities, that provide funds to support the SVCF's community change leadership initiatives
- Ensuring processes and procedures are in place for excellence in enterprise risk management practices by identifying potential areas of risk across the organization and considering strategies to mitigate identifiable risks; this includes ensuring compliance with applicable laws, maintenance of adequate insurance coverage, and development and implementation of sound business process management practice
- Serving as in-house counsel on legal issues as they affect current and prospective clients/donors (including fund agreement development, legacy fulfillment, and gifts of complex assets)
- Ensuring fiduciary duties of SVCF are properly executed; this includes assisting the President/CEO with governance support in managing and revising SVCF's by-laws and committee charters as needed
- Supporting and staffing SVCF's Board Governance Committee, and participating in Audit Committee meetings, and the like

- Developing ongoing expertise in, and remaining current on legal, tax, accounting, investment and risk management issues relevant to SVCF and the activities/initiatives the Foundation is currently involved in or is considering undertaking
- Managing a team, currently consisting of two attorneys and a legal assistant
- Partnering with the Executive Team on risk implications of shifts in strategy
- Coordinating work with all outside counsel

### Profile of the Successful Candidate

SVCF is committed to building a diverse and inclusive workforce to promote effective work in partnership with all communities and population groups in the region. The Foundation seeks a professional with a demonstrated track record of resource development; commitment to the power of community philanthropy and the common good; strong curiosity and the desire to continue learning; a collegial work style; a sense of humor; and the dedication to work hard toward the foundation's mission of promoting philanthropy and improving the quality of life in the region.

Within this framework, SVCF seeks a General Counsel with the following attributes:

- J.D. with a minimum of 15 years of senior or relevant legal experience with active Bar status; a professional concentration in the area of trusts and estates would be beneficial
- Experience with laws applicable to 501(c)(3) tax-exempt organizations including governance, contract, grant agreements and other day-to-day matters
- Comfort exercising strategic judgment to help navigate complex legal situations to further the organization's mission
- Proven track record of excellent management and supervisory skills and experience
- Awareness of when outside counsel is needed, and having a network to tap for additional expertise
- Advanced research skills, including the ability to highlight and prioritize information that is truly material
- Demonstrate and promote appropriate risk tolerance in alignment with the Board's direction
- Strong interpersonal skills and demonstrated ability to establish and maintain effective relationships with persons across diverse backgrounds

- Experience in communicating in a persuasive and reflective manner, in person, in digital settings and in writing and presentations; ability to explain complex topics in simple terms
- Effective and respectful negotiation skills, resulting in mutually beneficial agreements between or among parties
- Professional writing and verbal communication skills
- Solid analytical and evaluative skills
- Ability to learn quickly and respond/react to changing priorities
- Responsiveness to a wide variety of constituents, including the Executive Team, the Development and Donor Services teams, donors and the Board
- Proficient at managing multiple responsibilities simultaneously in an organized and flexible fashion with a dedication to the timely completion of required tasks
- Effective at presenting to diverse stakeholders and audiences through public speaking
- Capable of exercising good judgment when it comes to problem-solving, setting priorities, and decision making
- Able to work both independently as a self-starter and in a team environment with a high degree of accuracy and attention to detail
- Understanding and adherence to high standards of ethics and confidentiality

Additionally, the successful candidate will likely have:

- A passion for community philanthropy
- Knowledge of relevant laws governing nonprofit organizations
- Strong operational and implementation experience, demonstrated through positions that require action, rather than the provision of counsel

## Start Timeframe

We seek to have someone in place by Summer 2026.

## Compensation

This position offers a competitive salary range of \$525,000 to \$575,000 and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

## To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal/>

Applications should be directed to the attention of Vincent Robinson, Managing Partner or Monica Rodgers, Senior Consultant. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

*At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.*

**Learn more about The 360 Group at [the360group.us](https://the360group.us).**