



THE 360 GROUP
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Silicon Valley Community Foundation

Vice President, Legal Affairs

Position Description & Candidate Profile

Vice President, Legal Affairs

Location

Mountain View, CA (remote possible)

Reports to

General Counsel and Senior Vice President, Operations

Our Client

For the past 19 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 nearly \$16 billion in assets under influence, and last year deployed more than \$2 billion to more than 6,000 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, financial instability 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, 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 1,800 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

SVCF is seeking an experienced leader for its legal affairs department. The Vice President, Legal Affairs is a leadership role, reporting to the General Counsel & SVP, Operations. This role is critical to helping the Foundation structure donor and grant agreements, as SVCF is the recipient of large and complex gifts and makes grants locally, nationally and around the world. This position is also charged with ensuring that SVCF remains in compliance with relevant laws, regulations and contract agreements.

The Vice President, Legal Affairs 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. In partnership for the legal team. This position manages a range of complex contractual, litigation, tax, regulatory, compliance matters and assists with Foundation governance policies and practices. The Vice President, Legal Affairs works with SVCF's family foundations and supporting organizations to ensure compliance with legal constraints and the Foundation's policies and operational procedures. This role also assists in the training of team members on the Foundation's policies and operational procedures and monitoring compliance.

The Vice President, Legal Affairs must maintain high standards of ethics, integrity and confidentiality at all times due to Vice President, Legal Affairs' access to highly sensitive information.

Specifically, the Vice President, Legal Affairs will be responsible for:

- Working with internal SVCF 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 Development team, generally overseeing SVCF's planned giving program – especially legal and contractual issues associated with bequests and the like
- Ensure compliance on all grantmaking with a particular emphasis on critical legal issues associated with international grantmaking
- With support from Legal Associate, 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 and state governmental entities, that provide funds to support the SVCF's community 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 executive leadership team with governance support in managing and revising SVCF's by-laws and committee charters as needed
- Support the SVCF' Board of Directors and its various committees
- Developing ongoing expertise in, and remains informed 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

Profile of the Successful Candidate

SVCF is committed to equity, diversity, and inclusion, and seeks to continue to build 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 management experience; donor advising and engagement; 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; the ability to inspire, motivate, and mentor a team of professionals; 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 Vice President, Legal Affairs with the following attributes:

- Legal degree required with active license by the state bar of California; a professional concentration in the area of trusts and estates or community foundations would be beneficial
- Minimum of seven years related experience, with a minimum of five years of leadership and management experience
- Five or more years of demonstrated experience in complex donor relations and advising, stewardship, and service offerings; and experience in grantmaking for community-based organizations and/or foundations
- 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
- Experience successfully and productively engaging with external partners.
- Excellent interpersonal and project management skills with an ability to work with diverse groups in multicultural environments
- Experience with and commitment to purposeful work around Equity, Diversity, and Inclusion as an evolving practice and ongoing process
- Outstanding oral and written communication skills demonstrated with a broad array of audiences
- Solid analytical and evaluative skills
- Ability to learn quickly and respond/react to changing priorities
- Capable of exercising good judgment when it comes to problem-solving, setting priorities, and decision making
- Understanding and adherence to high standards of ethics and confidentiality

Start Timeframe

We seek to have someone in place by early Spring 2024.

Compensation

This position offers a competitive salary range of \$250,000 to \$275,000 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 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.