



# IN-HOUSE COUNSEL AND RISK ASSESSMENT MANAGER

February 26, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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Catholic Community Services of Western Washington (<https://ccsww.org/>) has as its stated Mission: “Rooted in Catholic Social Teaching and the Gospel imperative, Catholic Community Services and Catholic Housing Services are outreaches of the Catholic Church in Western Washington, under the leadership of the Archbishop of Seattle and the Boards of Trustees. CCS and CHS answer the Gospel call to loving and compassionate service with particular concern for the sanctity of human life from conception to natural death and the dignity of the human person. Our employees and volunteers come from many faith traditions to serve and support poor and vulnerable people through the provision of quality, integrated services and housing. Our focus is on those individuals, children, families, and communities struggling with poverty and the effects of intolerance and racism. We actively join with others to work for justice.” For over 100 years, this living Gospel outreach has provided life affirming services to the marginalized population in Western Washington.

**Position Title:** In House Counsel Risk Manager

**Reports to:** CCSWW Chief of Operations and CCSWW President

**Direct Reports:** TBD

# Position Overview

This position reports to the CCSWW Chief of Operations and the CCSWW President and works closely with the members of the CCSWW President's Cabinet and Director's Group. The CCSWW Risk Manager/In-House Counsel will play an integral role in developing and managing risk management activities and in-house legal services by advising, administering and reporting on many risk management activities throughout the organization. In addition to working on risk management issues, incumbent serves as the primary legal counsel to CCS and CHS and when external legal expertise may be warranted, the incumbent will be involved to the extent appropriate to the particular matter.

## Key Responsibilities

- Incumbent will assess, analyze and develop an annual risk management plan including recommendations for how to manage the risk for CCS and CHS. Incumbent makes reports on agency risk on a regular basis to the President's Cabinet and the Agency Director's Group as needed. Incumbent will address any risk issues as directed by the Cabinet and/or the Agency Director's Group.
- HR tricky situations and interface with external counsel of lawsuits, puts together EEOC
- Manages, convenes and facilitates meetings for Threat Assessment Teams and Risk Assessment Team when called together to work on a critical incident the affecting the agency. Incumbent will work with the staff calling for the convening of a Threat Assessment Team or Risk Assessment Team. Incumbent may also recommend the convening of one of these teams to address a critical issue. Once convened, incumbent is responsible for managing and facilitation the meetings until they are concluded. Incumbent ensures that the President and other appropriate corporate officers are kept apprised of the work and activities of the team.
- Reviews and provides legal analysis including risk analyses of all service and vendor contracts as part of the contract review process as requested by the CFO. This includes government contracts, MCO contracts, and contracts with healthcare entities, community partners and other service providers, etc.
- Reviews and provides legal analyses including risk analyses of the following types of CDC activities, processes and documents related to the acquisition, development, rehabilitation, etc. of property and structures they develop on behalf of CCS and CHS.
  - LLC Joint Ventures and Partnerships
  - Tax Credits
  - Landlord Tenant where we are landlord
  - Commercial real estate leases as either lessor or lessee
  - Asset acquisition
  - Finance loan documentation
  - Housing development and major projects related to the rehabilitation and maintenance of existing portfolio

- Stays informed about other risk management activities in the organization including but not limited to the work of the COG and its reports to the Board (i.e. Quarterly Risk Management Report and Annual QI Scorecard), Cyber Security Committee, CCSWW Safety Committee.) Incumbent will attend COG meeting as a participant.
- Prepares an annual report of the organization's risk management activities which summarizes agency risk, explains new risk management activities, processes and procedures implemented during the year to address new risks and enhance current risk management activities. This report is compiled on an annual basis for the review by the President's Cabinet, the Director's Group and the Board of Trustees.
- Based on feedback from the COO and the President's Cabinet, incumbent updates the Management Protocol on an annual basis effective August 1<sup>st</sup> of each year. Incumbent reviews changes with the Director's Group prior to finalizing the document. Incumbent provides the final version of the updated Management Protocol to the Vice President of Human Resources for distribution throughout CCS to staff who are the supervisory level and above for their review and signature.
- Develops staff training on issues related to risk management. Incumbent works with the VP of Human Resources and other leadership staff on the development and implementation of training. Incumbent also provides risk management training as part of the curriculum for the Management Skills Training Seminar.
- Develops an annual plan for agency risk management activities.

## Knowledge, Skills and Abilities

- Minimum of 5 years of practicing law in applicable areas, specializing in reviewing, drafting and negotiating complicated real estate and with governmental entities.
- Ability to conceptualize and articulate well-reasoned and creative legal solutions to complex business and contractual challenges; strong business and financial acumen.
- Must be able to quickly grasp, interpret, evaluate and summarize complex transactional and contractual terms and conditions in order to formulate a sound legal and business response. Similar experience in working within or consulting for a non-profit social service organization, particularly in the area of real estate and government contracting.
- Understanding of and commitment to uphold Catholic Social Teaching as well as the organization's Mission and Values.
- Proven desire to resolve differences of opinion through open dialogue and collaboration.
- Strong organizational skills, self-motivated, and ability to prioritize multiple demands and deadlines.
- Willingness to be flexible and adaptable to changing external and internal priorities.
- Excellent written and oral communications and persuasive skills, including the ability to communicate concisely, to integrate legal and business knowledge and to provide balanced and sound legal advice regarding risks.
- Must possess highest degree of integrity, honesty and credibility.

## Education, Training and Experience *Minimum Requirements*

- Law Degree from an accredited university
- Current law license and bar member
- Experience in a risk management responsibility preferably in a not for profit organization

## Compensation and Benefits

Highly competitive with comprehensive benefit package

**Application Deadline:** **April 15, 2021** (Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

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