



POSITION ANNOUNCEMENT

Job Title: Chief Legal Officer

Department: Executive

Reports to: Chief Executive Officer (CEO)

FLSA Status: Exempt, Full-time

Location: Remote

Date: August 18, 2025

Salary Range: \$166,000 – \$204,000

ABOUT EVERYBODY VOTES CAMPAIGN

[Everybody Votes Campaign \(EVC\)](#) is a national, non-partisan, not-for-profit organization leading large-scale coordinated civic engagement efforts. Our mission is to create a more representative democracy by registering millions of underrepresented voters across the country. We prioritize strategic, data-driven voter registration work to increase the political power of historically marginalized communities.

ABOUT THE OPPORTUNITY

EVC is seeking a strategic, justice-oriented **Chief Legal Officer** to serve as a senior organizational leader overseeing EVC's compliance strategy, risk management portfolio, and related executive functions. This role will directly supervise the People and Business Operations and Protective Strategies teams.

This executive-level position requires strong legal acumen, systems thinking, and organizational leadership. The Chief Legal Officer will work closely with the CEO and leadership team to ensure that EVC remains compliant with all relevant regulations, operates with integrity, and maintains the internal infrastructure necessary to withstand elevated scrutiny from hostile actors. They will also oversee our external legal counsel relationships, ensuring they are used efficiently and strategically, particularly by reducing reliance on outside counsel for routine matters.

WHAT YOU WILL DO IN YOUR ROLE

Legal Strategy & Compliance Leadership

- Act as senior-most compliance officer, advising the CEO and leadership team on governance, risk, and regulatory operations.
- Translate complex legal guidance from external counsel into accessible internal policies and strategic decisions.
- Lead cross-functional policy alignment and risk mitigation across departments.
- Oversee contract review and negotiation processes organization-wide.
- Coordinate with external legal counsel, prioritizing efficient engagement on high-impact legal needs.

Oversight of People & Business Operations and Protective Strategies

- Supervise the Director of People and Business Operations, ensuring equitable and legally compliant HR practices.
- Provide leadership and strategic partnership to strengthen employee policy, compensation systems, and disciplinary infrastructure.
- Supervise the Senior Director of Protective Strategies, ensuring staff, organizational, and partner safety in increasingly hostile political environments during crisis response and legal compliance.



- Oversee compliance in digital security, workplace safety, and employee protection policies.

Organizational Leadership & Strategic Planning

- Serve on the executive team and contribute to long-term organizational strategy.
- Lead initiatives to align internal systems with labor law, tax compliance, employment policy, and nonprofit governance best practices.
- Help the organization prepare for and respond to elevated scrutiny by outside entities, including law enforcement and regulatory agencies.
- Guide the operationalization of HR and compliance frameworks that reflect EVC's values of inclusion, integrity, and resilience
- Hold direct budget authority over Legal, People and Business Operations, and Protective Strategies, including responsibility for fiscal planning, resource allocation, and expenditure oversight in partnership with the CFO.

CORE COMPETENCIES (Organizational)

- **Growth Mindset:** Demonstrated ability to take and receive feedback with professionalism and grace from peers, staff, and supervisors.
- **Relentlessly Goal-Oriented:** Strong drive toward ambitious organizational and legal goals; able to navigate and overcome obstacles with integrity.
- **Cultural Competency:** Builds trust and collaborates across lines of identity difference; centers equity in all leadership and legal practices.
- **Strategic Problem-Solving:** Applies legal expertise with clarity and judgment in high-stakes, complex environments.

CORE COMPETENCIES (Role-Specific)

- **Collaborative Leadership:** Demonstrates the ability to influence and inspire others across lines of difference; promotes effective cross-functional partnerships and manages conflict with integrity
- **Strategic Thinking:** Anticipates and responds to risk, identifies trends and implications, and applies sound judgment to solve complex legal and operational issues.
- **Decisive Judgment:** Uses data and policy guidance to make decisions efficiently under pressure; knows when to escalate and when to act independently.
- **Systems Orientation:** Understands and manages impact across organizational structures, teams, and processes; builds infrastructure for scale and sustainability.
- **Change Agility:** Navigates organizational shifts with flexibility; leads teams through ambiguity, transition, and resistance with steadiness and clarity.

MUST HAVES FOR THIS ROLE

- Senior-level experience managing legal, HR, or compliance operations in the nonprofit, advocacy, or public interest sectors.
- Extensive contract review and negotiation experience.
- Experience managing departmental budgets, including creation, fiscal planning, reconciliation, and expenditure oversight.
- Familiarity with nonprofit law, labor relations, risk, and employment compliance.
- Experience overseeing HR systems, internal investigations, or labor processes.
- Demonstrated ability to guide internal compliance in response to external scrutiny or organizational change.
- Strong judgment in coordinating and reducing reliance on outside legal counsel.



- Proven experience managing in a unionized workplace, with knowledge of labor relations and collective agreements.
- Clear, concise verbal and written communication to ensure expectations and collaboration with and across teams.
- JD from an accredited law school & current active bar membership

BONUS POINTS FOR

- Experience with voter registration law or election protection.
- Familiarity with high-risk security planning or digital safety measures.
- Experience with change management
- Knowledge of progressive HR tools ([Lattice](#) and [Rippling](#)) or project management systems ([Monday.com](#))

BENEFITS AND CULTURE

We offer a flexible, remote-forward work environment and a generous benefits package, including:

- 100% employer-paid health benefits for employees.
- 401K with an automatic employer contribution.
- Virtual therapy and ergonomic home office stipend.
- Generous vacation and leave policies, including three annual organization-wide breaks.

All employees must be eligible to work lawfully in the United States upon the commencement of employment. EVC does not sponsor visas.

EQUITY & INCLUSION

Our work is centered on creating a deeply inclusive and significantly more representative electorate. To be successful in this role, the candidate must have the cultural competence to work with a diverse group of staff, partners, and stakeholders. We strongly encourage applicants with close ties to Black, Latinx, Indigenous, immigrant, non-English-speaking, disabled, and LGBTQ+ communities to apply. We are proudly an Equal Opportunity Employer

APPLICATION & PROCESS

[Please complete this application](#) by **September 12, 2025**. Applications will be reviewed on a rolling basis and if you are not chosen for an interview, you will be informed via email.

We know that no candidate checks every box, and that's okay! If you're excited about this role and believe you can bring value to our team, we encourage you [to apply](#) even if you don't meet every single requirement.

Talent Path will include:

- Timed exercise (30 minutes timed and pre-scheduled with selected candidates)
- Screening Interview with [Sujata Tejwani](#), who has been retained by EVC to manage the search (30 minutes)
- Second Round virtual interview with an EVC staff panel (60 minutes)
- Final Round virtual interview with the EVC C-Suite team (75 minutes) with an exercise that will be sent to you 90 minutes BEFORE your interview
- Four professional references will be checked for finalists only