

**Position:** General Counsel and Director of Legal Center

**Pay:** \$130,0000 - \$160,000 annual salary, commensurate with experience

**Type:** Full-time; 45+ hours a week; occasional evening/weekend events and travel

**Benefits:** 15 paid vacation days; 12 paid holidays; paid sick leave; paid paternity leave; healthcare stipend

**Job Location:** Boise, ID

### About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

### General Counsel & Director of Legal Center

Idaho Family Policy Center's legal center will be launching in 2025. This will be the first state-based, conservative Christian non-profit public interest legal center in Idaho. We are actively praying for the right candidate to lead this effort.

The ideal candidate will be an attorney with experience managing non-profit organizations. Preferably, they will have experience working directly with a Christian legal aid organization.

Typically, this position requires at least 45 hours per week, with a greater workload at other times as needed. Tight deadlines are common.

### Preferred Qualifications

- Juris Doctor degree from an ABA approved law school and membership in the Idaho State Bar is required
- Minimum of 3 years management experience
- Minimum of 3 years of litigation or clerk experience
- Demonstrated ability to develop and implement strategic plans, manage multiple projects and lead a team effectively.

### Job Responsibilities

- Leadership and Legal Strategy (20%)
  - Manage legal risk to the ministry
  - Champion the ministry's values and ensure adherence to ethical legal and business practices
  - Collaborate with the president, chief of staff, and leadership team to maximize the ministry's effectiveness in fulfilling its mission while minimizing legal risk
  - Counsel and advise the president, chief of staff, and leadership team on the legal implications of business strategies and activities
  - Work with other Departments within IFPC to ensure that your department is properly represented in marketing, fundraising and operations

- Legal center activities (70%)
  - Collaborate with the team to strategically assess, develop, and initiate advocacy that advances the objectives of IFPC
  - Develop and deploy legal strategies to protect the ministry and support its growth, including potential offensive and defensive litigation and analysis and solutions regarding current and potential legal, legislative, or regulatory threats and opportunities
  - Manage the legal center team, including 1-2 lawyers, a paralegal, and a legal nurse consultant
  - Cooperate with both the communications and development teams, including speaking engagements and interactions with media regarding cases and issues
  - Litigate complex cases, including preparing research, strategy, briefs, and related documents and participating in oral argument preparation
  - Draft legal briefs and memos on matters before state and federal appellate courts
- Other ministry tasks (10%)
  - Assist with public communications and content creation, including news interviews, articles, op-eds, email newsletters, talking points, and video scripts
  - Providing support for IFPC events and public training, including planning, logistics, set up, and tear down.

*To apply, please submit your cover letter and resume to [Titus@IdahoFamily.org](mailto:Titus@IdahoFamily.org). Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.*