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**JOB TITLE:** Associate General Counsel  
**DEPARTMENT:** Trust & Legal  
**REPORTS TO:** Senior Vice President & Chief Legal Officer  
**CLASSIFICATION:** Exempt  
**LOCATION:** Dallas, Texas

*The Associate General Counsel will be primarily responsible for providing legal support to various departments and acting as a resource to HighGround's client organizations and their donors in matters related to the receipt and administration of assets, charitable planned giving strategies and other relevant issues which affect exempt organizations. Additionally, the Associate General Counsel will assist the Chief Legal Officer with corporate legal matters, contract review, legal research, etc.*

### WHO YOU ARE

As Associate General Counsel, you are a part of the trust and legal team, and you apply strong analytical and evaluation skills in assisting both internal and external clients on a variety of legal matters. You have a professional demeanor when communicating with diverse levels of business personnel. You take ownership of the matters that are entrusted to you, and instead of merely completing a task, you seek optimal solutions and provide insight on ways to improve the services provided by HighGround.

#### *Essential duties and responsibilities*

##### YOU ARE EXCELLENT AT:

- Facilitating charitable gift transactions—conducting necessary research, preparing comprehensive proposals, preparing legal documents, etc.
- Reviewing internal corporate documents and various agreements/contracts
- Maintaining relationships with clients by consulting, advising and otherwise assisting with charitable gift planning, and various asset, contract, tax and probate matters
- Working directly with donors of client organizations to understand their charitable goals, suggest appropriate gift vehicles/strategies and explain functions, tax consequences and effects of various vehicles and strategies
- Interacting with donors' attorneys and other advisors to facilitate the creation of charitable gift arrangements
- Preparing probate applications and related documents, attending probate hearings and providing legal assistance in the administration of decedents' estates
- Preparing and presenting seminar topics for existing and prospective client groups and donors on estate planning, charitable gift planning, probate and related subjects
- Monitoring legislation affecting charitable giving, estate planning, probate and estate, gift, and income taxes by reading publications and other materials and attending continuing legal education courses

#### *Competencies and qualifications*

##### YOU HAVE:

- J.D. degree
- 3+ years of relevant experience
- Law license and ability to practice law in the state of Texas
- General legal knowledge and familiarity with legal procedures
- Ability to perform legal research in both print and online
- General knowledge of Microsoft Office products
- Strong written and verbal communication skills

*HighGround has a professional, open office environment*

#### ASSOCIATE GENERAL COUNSEL WORKING CONDITIONS:

- Routinely uses standard office equipment such as computers, phones, multi-functional copiers and filing cabinets
- Usually sits to complete job functions, but may walk or stand, bend or stoop, for brief periods of time (access to sit-to-stand desks for optimal flexibility is provided)
- Must be able to lift up to 5 pounds
- Is required to have close vision, distance vision and the ability to adjust focus
- Is required to work onsite and travel periodically, as needed

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Employees holding this position will be required to perform any other duties as requested by management, from time to time in its sole discretion. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*

#### WHO WE ARE

*Our vision is to Protect, Strengthen and Grow our nonprofit clients.* We believe there is no pursuit more important than this; because we believe the work we do now and in the future, will not only shape our lives, but will empower the many organizations that truly transform lives. This vision forms an authentic pathway to our mission—to be an innovative and vigilant caretaker of the funds and assets entrusted to us by the nonprofits and generous individuals we serve through effective asset management, planned giving strategies and account administration.

HighGround is committed to our brand promise and our core values. As such, we hope and expect that you will strive to keep our clients at the center of everything you do, be honest, remain professional at all times, exhibit humility and think outside of the box like our founders did, who were pioneering and visionary when our journey began in 1930.

HighGround offers a comprehensive benefits package that includes a progressive medical plan, dental, disability benefits, retirement plan and more. Learn more about our benefits here:

<https://www.highgroundadvisors.org/careers>.

*If you are interested in becoming a part of the HighGround team please email your resume and cover letter to:*

[HR@highgroundadvisors.org](mailto:HR@highgroundadvisors.org).