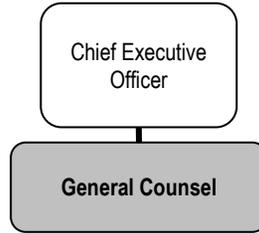


Ministry Alignment



FLSA Status: Exempt
Classification: Vice President
Team Member: TBH

Position Summary

Reporting to the Chief Executive Officer (CEO), and serving on our Ministry Leadership Team, the General Counsel is responsible for all legal areas across the ministry including employment, corporate governance, mergers and acquisitions, fundraising, contracts (examples include: real estate, music licensing, audio distribution, bequest programs, etc.) and compliance programs. The General Counsel provides proactive advice that broadly guides the Ministry’s policies and direction from a legal, governance, and compliance perspective. This position performs a wide range of duties, including: (1) identifying and presenting prudent policies for the ministry related to areas such as broadcasting, digital media, publishing, film, religious freedom, nonprofit corporations, and emergent technologies; (2) analyzing and recommending responses related to the legal aspects of legislative, cultural, operational, and other business needs, trends, and changes; (3) minimizing legal and other risks associated with EMF's organization, activities, and relationships; (4) advising on matters involving EMF's reputation, program, and mission while facilitating our prudent expansion; and (5) serving as the principal liaison and owner for all internal and external EMF legal matters.

Focus and Scope – Essential duties and responsibilities which are basic, necessary, and an integral part of the role;

Leadership

- Proactively influence our culture, leading by example in demonstrating collaboration, empowerment, innovation, creativity and service, while being a faithful witness on and off the job of EMF’s mission to create compelling media that inspires and encourages our listeners to have a meaningful relationship with Christ.
- As a member of leadership, contribute to long term planning and vision implementation through identification of aligned legal initiatives and strategies to promote and protect corporate matters as EMF grows and expands in alignment with its mission.
- Collaborate closely with the CEO, Ministry Leadership Team and other appropriate departments providing legal advice on issues related to the particular department and/or risks.
- Provide hands-on leadership for the legal function and team, ensuring ministry wide collaboration and communication, and facilitate appropriate resolution of issues and competing priorities. Ensure alignment of department initiatives with Ministry objectives. Assess department performance against both annual goals and plans.

Strategic Planning

- Oversee strategic planning and implementation for Legal Department, with a focus on department goals, timelines, budgets, communication, results tracking, and celebration.
- Assess department performance against both annual goals and plans. Provide strategic recommendations based on operational analysis, research, and projections, cost identification and allocation, and resource analysis. Ensure tools and systems are in place to provide critical operational and project information to the President/CEO and others and make actionable recommendations on both strategic goals and operational constraints.
- Provide strategic and day to day leadership for the legal staff, ensuring ministry wide collaboration and communication, facilitating appropriate resolution of issues and competing priorities. Ensure alignment of department Initiatives with Ministry objectives.

General Counsel Role Specific

Senior Advisor and Risk Management

- Demonstrate a clear understanding of the law and legislative climate, ministry/business needs and organizational values; ensure sound advice and clear communication based on that understanding resulting in mitigated risks, ethical practices, and legal compliance.
- Demonstrate Biblical values in interactions and the application of Scripture in decision making.
- Serve as a trusted legal advisor, providing proactive advice, insight, and recommendations on a wide range of legal and corporate issues affecting the ministry’s “business,” government affairs, and goals. Represent

the ministry as the principal legal advisor, participating with the CEO in negotiating and risk management for all acquisitions (broadcast or otherwise), other transactions and contracts as it relates to legal matters.

- Proactively manage EMF’s corporate compliance, litigation, and routine legal affairs, developing preventative strategies, corporate policy, and compliance programs to help minimize litigation, third party disputes, and other project development and implementation problems.
- Work closely with outside legal experts in such areas as non-profit issues, non-commercial broadcast issues, film financing and distribution, podcasting, music publishing and master-use rights, fund development and management, etc.
- Provide timely and efficient support to internal teams on all legal matters including contracts, employment, legal risks, and compliance assessments.
- Advise the CEO and other Executives regarding legal issues and risks, monitoring and resolving disputes that may lead to litigation or claims adverse to EMF.
- Provide post-mortem analysis of significant legal matters following resolution, including advice for improvement of policies and procedures to reduce future risk.
- Develop templates, best practices, and automated processes to improve the speed and effectiveness with which EMF performs tasks with legal implications.
- Develop proactive, preventive legal risk management strategy for EMF to build awareness within the Ministry of when and how to involve legal counsel.

Legislation

- Closely follow state and national legislative and regulatory policies affecting the ministry and its industry; and develop and maintain appropriate relationships to positively represent ministry interests and industry in the political arena.
- Proactively bring legal issues and risk management concerns or mentoring opportunities to the attention of the CEO, educating leaders and staff about legislation and case law affecting ministry operations, as well as actual and potential developments in areas of law that impact the ministry.
- Positively represent the ministry internally as well as externally. As appropriate participate in speaking engagements and conferences such as NAB, CMB, NRB, etc.

Contracts/Business Records / Corporate Secretary

- Oversee and at times personally draft vendor, employment, technology, real estate, media and other contracts and partnership agreements.
- Manage all copyrights and trademarks.
- Serve as Corporate Secretary, maintaining appropriate records and assuring compliance with legal requirements. Attend and keep corporate minutes for ministry board meetings as needed. (Related travel required.)

Talent and Leadership Development

- Provide leadership, mentoring and developing a highly competent, agile, and responsive in-house legal team, ensuring alignment of goals and ministry initiatives with EMF’s mission. Foster a learning environment where training, risk management, operational best practices, and biblical values go hand in hand with creative and entrepreneurial solution that best fulfill the ministry’s mission.
- Provide functional leadership to in-house legal department. Ensure entire team maintains all legal qualifications through ongoing continued education and training as required to maintain a membership in good standing with the bar from the state of certification.
- Utilize the EMF Leadership Framework in setting professional goals for self and direct reports. Actively seek and partake in training & education to deepen Biblical understanding, media/business acumen, leadership knowledge, interpersonal awareness, and communication skills.

Other

- Demonstrate the qualities of a life-time learner in the disciplines relevant to effectively lead and perform job duties by taking personal responsibility for professional development and training.
- Actively participate and contribute to ministry wide initiatives and projects like Pledge Drives (daily shifts), Daily Prayer (one time per day), All Team Meetings, All Team Celebrations - like our annual banquet, Food and Fun Day (Rocklin Staff), and Summits (Remote Teams), Service Projects and others as announced. These initiatives, and others, are key components of the ministry, our culture and more fun to do together!
- Support and contribute to ministry endeavors by following employment policies and practices and supporting a safe and healthy work environment. Specifically, follow EMF’s Injury Prevention and Safety program, support and maintain safety standards, and participate in safety training.

- Perform other duties as assigned.

Key Relationships

Reports to: Chief Executive Officer
Direct reports: Attorney(s), Paralegal

Our Culture – Who we are and what we are called to.

Mission

Create compelling media that inspires and encourages our listeners to have a meaningful relationship with Christ

We use music, people and short educational features to build relationships with our listeners through our media channels. The currency from these relationships is trust, and through that trust we help people’s souls respond to a God who loves them, gave Himself for them, and wants to be the center their lives. Our desire is to work together with our listeners to demonstrate Christ’s love through service in their local communities.

Values

We Trust in God: Our faith, trust, and hope is in Christ. God’s Word guides our decisions, refreshes us, and creates an unshakable faith. Our dependence on God is reflected in our commitment to prayer.

Create an Extraordinary Impact: We serve an extraordinary God who deserves our all. He allows us to create, produce, and share media with His life-changing message.

We are Passionate, Creative, and Have Fun: Innovative ideas and solutions, individual initiative and having a good time make our work and lives more interesting.

Learn, Improve, and Grow: We challenge and stretch ourselves, each other, and the ministry to realize the full potential God has given us.

In His Strength: It’s not about us.

Qualifications and Requirements

Education

- Juris Doctor Degree from an ABA-accredited school of law.
- A member in good standing of (1) the California bar, or another state bar with the commitment to become a member of the California bar; and (2) all state bars where admitted.

Experience

- A minimum of ten (10), and preferably fifteen (15), years of practice as an attorney in a law firm, general counsel’s office, or equivalent setting, with an emphasis on (1) general corporate and complex business transactions, (2) contracts, (3) constitutional law, (4) corporate law, (5) employment law, (6) communications law, (7) music licensing, (8) exempt organizations, (9) tax and finance; and, preferably the equivalent of at least five (5) years of experience representing nonprofit organizations including court/trial experience.
- Experience working in a senior legal position with a proven ability to contribute to global strategic initiatives as well as implementation of relevant cross-departmental goals and objectives, including measurements/metrics and the successful management, mentoring and training of staff.
- Experience leading a legal team, vetting, selecting, and managing inside and outside legal counsel required.
- Experience as a negotiator and, in the political arena, influencing legislation.
- Experience with state and federal litigation, and alternative dispute resolution methodologies.
- Experience with the application of principles, methods, and practices of legal research.
- Experience within radio/media industry and knowledge of relevant legislation and FCC guidelines highly preferable.
- Excellent interpersonal skills with the ability to develop sincere business/ministry relationships.
- Experience with public speaking such as presentations, trainings, conferences, etc.
- Strong written and verbal communication and presentation skills.

Employment Requirements

- Must pass a pre-employment reference and background screen.
- Proof of legal authorization to work in the United States required upon hire.

Position Specific Competencies – *Competencies define the knowledge, skills, abilities, and behaviors that lead and drive high performance and quality results.*

Communication

- Knows with whom, how, when, and what to communicate. Communication is flavored with grace, respect, and humility. Listens well and willingly receives and applies feedback.

Relationships, Results, Health

- Relationships: the ability to relate to others in a way that brings out the best in individuals, groups, and the ministry as a whole. Results: the ability to think and plan strategically and translate that thinking into sustained results. Health: the ability to maintain capacity and openness to God’s leading by staying physically, emotionally, and spiritually healthy.

Team Member Management

- Knows team members (strengths and gifts), provides coaching and opportunities, defines responsibilities, delegates well, motivates and inspires, rewards and recognizes appropriately.

Strategic Thinking

- Sees with a future focus beyond daily operations to establish and articulate vision and develop creative solutions. Obtains information and identifies key issues and relationships relevant to achieving a long-range goal or vision; commits to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.

Physical Demands and Work Environment – *The physical demands and work environment characteristics are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical

- The team member is regularly required to sit; use hands to finger, handle, feel, work keys and locks, and talk and hear. The team member is occasionally required to reach with hands and arms. The team member is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The team member must occasionally lift and/or move up to 25 pounds.

Environment

- The team member is regularly in a typical office environment with adequate light and moderate noise levels. Team member to public interaction in person, over the telephone, and/or via computer is high. This role requires the ability to travel on a frequent (up to 20%) basis.

Employer Disclosure Statement

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned. Nor is this job description intended, in any way, to be an employment contract. Your employment continues to be at-will. You or EMF may terminate employment at any time for any reason.

Team Member Acknowledgement

I hereby acknowledge receipt of this job description and further acknowledge that I have read and understand them.

Team Member Signature: _____ Date: _____