

## **General Counsel / Chief Legal Officer**

The Diocese of Fall River, MA is standing on the threshold of a life-changing chapter in its 115-year history. To mark this moment, Bishop Edgar M. da Cunha is engaging over a thousand of Christ's faithful in a planning process, at both the *local* and *larger-church* levels that will forge a bold vision for the future of our Church.

Established on March 12, 1904, this Diocese serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 133 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 81 parishes and 11 mission churches.

We are seeking a motivated and dynamic General Counsel/Chief Legal Officer to join our team in Fall River, MA. This position will be the top Diocesan executive providing legal guidance, support and advice to the Diocesan Bishop and the entire Diocesan leadership team. This position will also be expected to provide legal advice to the Roman Catholic Bishop of Fall River, a Corporation Sole, and its affiliated entities, including all parishes and schools (collectively, the "Diocese of Fall River"), covering all complex and diverse legal matters affecting the day-to-day Church / Diocesan operations and ensuring compliance with Canon law as well as all applicable state, local and federal laws and regulations.

### Essential Duties and Responsibilities:

- Provides legal advice and counsel to the Diocese of Fall River, in complex and diverse matters affecting day-to-day operations by assisting, advising, investigating, researching and resolving legal matters consistent with civil law and in light of potential implications under Canon law.
- Leads and/or participates in negotiations with third parties regarding contracts, real estate documentation, license agreements, acquisitions, proposals and dispositions.
- Prepares and facilitates execution of legal documents by analyzing, drafting, negotiating, reviewing and filing these documents to ensure the obligations of the Diocese of Fall River therein are compatible with Church philosophy and policies, and are enforceable.
- Conducts research, review, analysis, drafting and approval of various documents, contracts, policies, procedures and obligations to which organizations of the Diocese of Fall River are or may become a party.
- Interacts with federal, state and local agencies on behalf of the Diocese of Fall River and its related entities.
- Manages litigation either directly or through the retention and oversight of outside counsel and provides periodic reporting to management regarding status of litigation.
- Provides legal advice and guidance to the all members of the Diocesan senior leadership team and provides support across an entire spectrum of areas for potential legal impact (e.g., human resources, finance, technology, etc...)
- Performs other duties as assigned by the Diocesan Bishop and/or Chancellor.

### Qualifications:

- Juris Doctor Degree from an accredited law school, as well as admission to the appropriate federal and state bar associations required.
- 7- 10 years of broad-based legal experience in relevant legal subjects.
- 5 – 7 years of legal management experience.
- Excellent written and oral communication skills required.
- Proficiency with Microsoft office products.
- Strong analytical and organizational skills, with a “track record” of managing multiple tasks effectively.
- Must have robust negotiation skills, contract drafting experience and proven abilities in legal research.
- Interpersonal skills and presentation skills essential.
- Must demonstrate the highest personal integrity.
- Ability to judge character, distinguish relevant facts, assimilate and analyze facts and apply applicable law to the facts presented.
- Ability to resolve complex legal issues.
- Ability to take initiative in finding solutions to difficult and/or sensitive problems.

Physical Performance Elements:

- Occasional local travel within the Diocese.
- Weekend and evening work hours may be required.
- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

*The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to Michelle Bertoldi, Human Resources Manager, Confidential Fax: (508) 689-7920; Email: [mbertoldi@dioc-fr.org](mailto:mbertoldi@dioc-fr.org); Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer