



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Deputy Director

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Legal Affairs

SCHEDULE: Full-Time, 40 Hours/Week

WORKSITE: 1707 New Hampshire Ave., NW
Washington, DC 20009

REPORTS TO: Director, Legal Affairs

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

The Legal Affairs Department reports directly to the Sorority's Executive Director, External Legal Advisor, Chair of the Council of Legal Advisors and Council of Legal Advisors. The Deputy Director supports the Director of Legal Affairs in the management of the Sorority's diverse legal needs including matters related to: commercial issues; operational and professional service agreements; MOUs, sponsorship and partnership agreements, enterprise risk management, governance, compliance, media and communications, litigation and intellectual property. The Deputy will assist with legal department operations and may manage other Department personnel. The Legal Department is a small department and supports the operations of the Sorority's National Headquarters, its Board of Directors, the Executive Committee, and the Council of Legal Advisors.

DUTIES AND RESPONSIBILITIES

- Review and negotiate a variety of commercial agreements, including convention/conference/meeting center and hotel contracts, service agreements, trademark licensing agreements, sponsorship or partnership agreements;
- Research and draft legal memorandum;
- Support the Council of Legal Advisors;
- Assist in the development and implementation of department policies, procedures and processes;
- Draft and present educational training presentations to the organization's internal departments and clients;
- Assist in the intake, management, and delegation of legal requests;
- Directs the Office of Legal Affairs in the absence of the Director;
- Performs duties outside the office setting and outside normal work hours when required to attend evening meetings and to meet deadlines, as assigned;
- Supervises legal interns and/or law clerks;

- Travel, as needed or required; and
- Other duties as assigned.

REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, & ABILITIES)

- Juris Doctorate Degree from an accredited law school or university;
- At least five years prior working experience working in a law firm, governmental or in-house setting, accustomed to handling a high volume of projects, with at least two years of experience supervising others;
- Admitted to or qualifies for admission to the District of Columbia Bar;
- Overall broad legal knowledge (commercial law, corporate law, litigation, risk management);
- Working knowledge of social media platforms and operational processes;
- Excellent written and verbal communications skills;
- Organized, detail-oriented and strong follow-up skills;
- Motivated, self-starter who is able to work independently;
- Ability to handle multiple tasks, take on new responsibilities and prioritize work in a dynamic, often deadline-driven environment;
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- Computer proficiency, including use of Microsoft products; and
- Ability to work effectively with department staff, co-workers, vendors, CEO, board members and leadership.

QUALIFICATIONS CONSIDERED A PLUS

- Substantial experience as a business contract attorney;
- Experience working for a non-profit organization;
- Familiarity with event planning and production best practices; and
- Proficiency that includes Brandshield, IMIS and/or Sharepoint.

WORKING CONDITIONS

- Work performed in an office environment subject to required shelter-in-place restrictions;
- Must be able to work after normal business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a meeting or event;
- Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations; and
- Performs duties in a sedentary environment; however, the work may require the incumbent climbing up and down stairs; bending and stooping and exerting 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials.

Before applying, please visit our website, www.deltasigmatheta.org, to familiarize yourself with who we are and our mission. To apply for this position, submit a current resume that reflects that you possess the required qualifications, along with a cover letter that specifically states your salary requirements.

**Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W. Washington, DC 20009
Attn: Human Resources Director**

Or email – hrmanager@deltasigmatheta.org