

General Counsel

Public Health Institute

A Position Profile

Ranked One of 50 “Best Nonprofits to Work For” in the U.S.
by *The NonProfit Times*

Overview

Public Health Institute	3
PHI: 60 th Anniversary Impact Report	4
Mission, Vision, and Values	4
Approach and Goals	4
Board of Directors	6

Position Description

Position Description	7
Reporting Relationship	7
Principal Accountabilities	7
Minimum Qualifications	8
Other Required Qualifications	9
Preferred Qualifications	9
Salary	10

Public Health Institute

For 60 years, the Public Health Institute (PHI) has worked with health professionals domestically and internationally accelerating the impact of public health. PHI and its programs improve health, equity, and wellness by discovering new research, strengthening key partnerships and programs and advancing sound public health policies. Our hundreds of programs have impacted millions of people, creating an architecture that will continue to impact communities for generations to come.

PHI's curated portfolio focuses on the ideas, programs, and individuals positioned to transform health. We build the capacity of diverse public health and healthcare leaders, in the U.S. and globally. Work at the intersection of climate, health, and food systems. Support and train a diverse, next generation work force. New models for addressing and preventing substance use. Amplify local leaders. No idea is too small—or too big—to succeed.

PHI strengthens the work of public health and builds community power through three key roles: as a **fiscal sponsor**, as a **thought leader**, and as a **partner**.

Fiscal Sponsor

PHI helps public health professionals launch, scale and grow.

PHI leads and manages public health projects as a fiscal sponsor. This means that we provide operational infrastructure and guidance to public health programs all over the world to accelerate their work and maximize their impact.

We provide administrative support—the human resources, grant development and support, compliance, staffing—that allow programs to focus on what they do best: making an impact.

But PHI is much more than a traditional fiscal sponsor; we drive the public health conversation and develop the next generation of public health leaders and advocates.

Thought Leader & Catalyst

PHI is a thought leader, driving the conversation about public health.

We advocate for policies and legislative solutions. We work with communities, policymakers, and legislators to enact policies and influence practices that promote equitable health outcomes. We identify emerging issues and speed staffing and resources where they can quickly make an impact.

We also organize conferences, public conversations, and community events that bring attention and expertise to critical public health issues.

We train the next generation of public health leaders. We don't just bring people to the table, we bring the right people to the table. We use our communication resources and reputation to shape how public health issues are understood, sharing evidence for action

Partner

PHI is a partner, working with funders, the private sector, government, and other agencies to strengthen and implement their vision.

Our multi-disciplinary team provides specialized expertise—from creating new partnerships, to navigating relationships between governmental, the for-profit sector and non-profit teams, to building community consensus and will for healthy changes—all based on best practices and proven interventions. We bring a broad network, nimble infrastructure, and a roster of proven interventions. This allows us to launch new projects quickly and bring effective work to scale.

PHI's expertise spans the programmatic life cycle—from program design and grant development to implementation and evaluation.



PHI: 60th Anniversary Impact Report

160M

Women, youth, and girls with more rights and power through PHI fiscally sponsored programs

45M

SNAP-Ed eligible Americans had SNAP benefits protected through PHI federal advocacy efforts

10M

Pieces of personal protective equipment delivered in days, as PHI pivoted to address the COVID pandemic

To review PHI's 60th Anniversary Impact Report, click [here](#).



Mission

The Public Health Institute advances wellbeing and health equity with communities around the world.

Vision

Healthy communities where individuals reach their highest potential.

Values

*Health is a fundamental right.
Just societies ensure equitable health outcomes for everyone.*

Approach

PHI develops research, leadership, and partnerships to build strong public health policy, programs, systems, and practices.

Goals

- *Foster and invest in a culture of excellence.*
- *Design and implement sustainable programs that advance health equity.*
- *Leverage data and knowledge to advance evidence-based public health solutions.*
- *Deliver innovative and best in class support for programs and leaders.*
- *Identify resources and partnerships to scale, strengthen and stabilize public health infrastructure.*

Known for innovation, technical depth, and the ability to deliver quality results, PHI brings an extensive body of knowledge and experience to the complex web of factors that contribute to public health and well-being. As a result, active projects are sustained in a wide variety of fields, including:

- Chronic and Infectious Diseases (Cancer/Tobacco, Diabetes, Asthma, Tuberculosis, COVID, etc.)
- Community Health, Well-Being, and Structural Determinants of Health (SDOH)
- Data Systems to support Public Health Surveillance, Research, and Policy
- Diversity, Equity, Inclusion, and Justice
- Health Policy Research
- Community Financing and Investment in Building Healthy and Resilient Communities
- Nutrition and Wellness
- Environmental and Climate Health
- Gender and Reproductive Health
- Behavioral Health --Substance Use and Mental Health Research and Programs
- Leadership Development
- Workforce and Health Systems
- Global Health Systems and Capacity Building
- Emergency Preparedness (, Extreme Heat, Wildfires, etc.)
- Telehealth

The public health professionals and staff who partner with PHI apply state-of-the-art capabilities in:

- Leadership development (to multiply the number of capable health leaders)
- Professional and organizational development (to help build individual skills and organizational infrastructure supportive of improvements in public health)
- Gender equity and racial justice as health determinants
- Advocacy for prevention and public health
- The structural determinants of health and how they can be tracked and implemented to improve health outcomes
- Knowledge sharing (to advance the state of the art in focused areas of public health)
- Recruitment, hiring, and program support domestic and international
- Strategic messaging and communication on health issues
- Technical training in various segments of public health
- Mentorship and training for young adults interested in healthcare-affiliated careers
- Research and research-to-practice and policy
- Data analysis and program support for clinical trials

PHI houses 600 projects and programs and more than 90 program directors and principal investigators that are funded by about 200 sources, including grants and contracts.

Building Health Equity

In the U.S. and around the world, structural inequities determine who is healthy and who is not: discriminatory housing policies trap families in areas with poor air quality; gender discrimination creates barriers to educational and economic opportunity; immigration status impacts income and access to health services.

Public health is the most effective tool for building a more equitable health system. To create better health, PHI and its programs focus on building more equitable systems through policy and community change, and by amplifying the power and voices of communities.



For more information on PHI, please click [here](#).

Board of Directors

- Adaeze Enekwechi, PhD, MPP, Board Chair, CEO, Cabaya Care
- Radha Muthiah, MBA, Board Vice Chair, Chief Executive Officer, Capital Area Food Bank
- Santiago Muñoz, Board Secretary/Treasurer, Chief Strategy Officer, UCLA Health
- Sergio Aguilar-Gaxiola, MD, PhD, Director, Center for Reducing Health Disparities
- Afia Asamoah, JD, MPP, Head of Legal & People, Waymark, Inc.
- Anthony A. Barrueta, MD, Past Board Chair, Senior Vice President of Governmental Relations, Kaiser Foundation Health Plan
- Sarah J. Dash, MPH, Former CEO, Alliance for Health Policy
- Paul K. Halverson, DrPH, FACHE Dean, OHSU-PSU School of Public Health
- Dara Johnson Treseder, MBA, Past Board Chair, Chief Marketing Officer, Autodesk, Inc.
- Paul Kuehnert, DNP, RN, FAAN, Chief Executive Officer, Public Health Accreditation Board
- Andrew Pines, Past Board Chair, Retired Managing Director, Citigroup
- Melissa Stafford Jones, MPH, President and Chief Executive Officer, Public Health Institute
- Michael Rodriguez, MD, MPH, PHI Program Representative to the Board, Director, California Alliance of Academics and Communities for Public Health Equity

Position Description

The General Counsel is the most senior legal official in the corporation and serves as Corporate Secretary to the corporation of the Public Health Institute (PHI). As a member of the executive leadership team reporting to the President & CEO, the position serves as executive sponsor on key high-level initiatives. The General Counsel oversees the Office of General Counsel.

Reporting Relationship

The General Counsel reports to the President & Chief Executive Officer.

Principal Accountabilities

General Counsel

- Serves as the most senior legal official in the corporation and reports directly to the President & CEO.
- Serves as a member of the executive leadership team of the organization with responsibility for supporting the President & CEO's vision for the overall success, budget, and strategic direction of PHI, its subsidiaries, and legal affiliates.
- Responsible for PHI's overall legal, regulatory, governance, and in support of PHI, its subsidiaries and legal affiliates, including those related to research and research misconduct.
- Assesses and manages legal risks, including identify potential legal challenges and developing strategies to mitigate or address them.
- Serves as the most senior advisor to the President & CEO on all legal, governance, and regulatory requirements.
- Advises the Board of Directors, through the Board Chair, on all legal, regulatory, governance requirements, and mitigation of related risks.
- Serves as Corporate Secretary and performs corporate governance, ensuring all bylaws are updated and followed.
- Serves as the most senior legal advisor on the fiduciary responsibilities of corporate officers and Board members.
- Provides legal advice and strategic thinking that supports the long-term goals and objectives of the organization. Anticipates legal issues and provides proactive solutions. Aligns legal strategies with overall business goals. Serves as part of the organization's core brain trust and provides expert, strategic legal advice to the executive, strategy and business development teams.
- Serves as the most senior legal advisor on all issues related to privacy, confidentiality, intellectual property, and trade secrets.
- Keeps abreast of legal and industry changes that may affect PHI.
- Consistently practices ethical Leadership within the organization, promoting integrity, transparency, and accountability in all legal and governance matters.
- Leads and/or participates in negotiations with outside parties.
- Responsible for the overall management and supervision of the Office of General Counsel and the supervision of the Institutional Review Board under the direction of the Institutional Official.
- Responsible for the overall management and provision of all internal and external attorneys and legal professionals representing PHI, its subsidiaries and legal affiliates, as well as the provision and management of all legal services, legal opinions, and risk management.
- Represents the corporation and/or supervise the representation by outside counsel in all judicial, government, legal, regulatory proceedings.

Position Description

- Represents the corporation in the formation, negotiation, documentation, and implementation of major transactions and lines of business. This includes interacting with a wide variety of outside parties such as public and private funding and regulatory agencies, potential business partners, contractors and vendors, outside counsel, and opposing counsel.
- Responsible for managing the intellectual property portfolio of PHI, its subsidiaries and legal affiliates including all trademark, copyright, patent, and common law rights in the U.S. and globally, as applicable.

Corporate Secretary

- Serves as the Corporate Secretary to the Public Health Institute corporation and is responsible for maintaining corporate records, corporate minute books, resolutions, and formal actions taken by the Board of Directors and any Committees.
- Responsible for all corporate registrations and filings domestically and globally.
- Responsible for registration and maintenance of PHI's intellectual property portfolio, its subsidiaries and legal affiliates including all trademark, copyright, patent, and common law rights in the U.S. and globally, as applicable.
- Manages any registered agents, abandoned property compliance, and registration requirements, as needed.

Executive and Organizational Leadership

- Partners with the President & CEO and other executives to steward the overall organization as a member of the Executive Leadership Team.
- Works in partnership with other executives and departments to foster a collaborative and results-driven culture that encourages joy in purpose-driven work, learning and improvement, dynamic thinking and nimbleness in responding to needs and opportunities, compliance, rigor, and focus on organization mission and strategic goals advancement.
- Models and creates an equity focused environment centered on embracing diversity and authentic inclusion in all areas of work and is a prerequisite for advancing health equity purposefully.

Other

- Works in the hybrid (remote and in-person) model as required.
- Travels in and outside of California for in-person meetings, events, and other activities as requested.
- Performs other duties as assigned.

Minimum Qualifications

- 15 years of experience as an attorney, with a substantial portion of that serving as a strategic advisor to executives, and specific experience working with nonprofit organizations and boards of directors on legal matters.
- 10 years of experience managing other attorneys, legal paraprofessionals, and contract administrators.
- Experience managing the legal, regulatory, governance, and/or risk management portfolio of an organization, its subsidiaries and legal affiliates, including three years of which was serving as in-house counsel.
- Juris Doctorate (or LL.M) degree from an ABA-accredited school of law, current admission in good standing to practice law in California.

Other Required Qualifications

- Experience in and knowledge of federal, state, or local government grant and contract regulations, public health law, privacy, information security.
- Experience serving as in-house counsel.
- Broad legal knowledge and expertise, with a strong foundation across various areas of the law.
- Strategic and business acumen with the ability to understand the organization's strategic goals and align legal strategies with overall organizational and business goals. Capacity to think strategically and provide legal advice that supports the long-term strategic goals of the organization. Ability to anticipate legal issues and provide proactive solutions.
- Proficiency in assessing and managing legal risk.
- Strong problem-solving skills to address legal challenges creatively and find practical solutions. Adept at analyzing complex issues and propose viable options.
- Clear communicator on legal matters to executives, managers, and Board members both in writing and verbally.
- Diplomatic interpersonal skills and ability to communicate effectively with multiple audiences – always with professionalism, directness, and compassion.
- Ethical judgment, unquestionable integrity, and a commitment to ethical conduct.
- Strong negotiating skills and experience in effectively negotiating a range of matters in a range of situations to achieve an effective outcome for the organization.
- Experience in business management, finance, government cost accounting, and development of strategic initiatives for new ventures, organizational expansion, and revenue generation. An understanding of financial principles and the ability to assess the financial implications of legal decisions and strategies.
- Knowledge or experience managing the legal and regulatory requirements related to research and research misconduct.
- An ability to manage to and meet budget targets, develop a proactive vision for long-term success, and manage toward that vision.
- Experience in employee relations and employment law and legal matters.
- Experience serving as the lead legal advisor on issues related to privacy, confidentiality, and trade secrets.
- Experience serving as the lead legal advisor on issues related to fiduciary responsibilities of corporate officers and Board members.
- Experience managing a broad intellectual portfolio for a government contractor grantee.
- Experience managing outside counsel on a wide array of legal issues.
- Experience maintaining the corporate records, corporate minute books, resolutions, and formal actions taken by the Board of Directors and any Committees.
- Experience representing a client and/or supervising the representation by outside counsel on behalf of a corporate client.
- Legal knowledge in procurement and leases.
- Demonstrated track record of serving mission-oriented organizations and a genuine passion for the mission of PHI to advance health equity and well-being for individuals and communities, with a focus on the most underserved at the local, state, national, and global levels.

Preferred Qualifications

- Knowledge of political law for non-profit organizations.
- Experience and general knowledge of the field of health and public health.

The General Counsel is a regular full-time hybrid (remote and in-person) position that is required to work in the office located in downtown Oakland, CA on a regular but flexible schedule to be mutually agreed upon. The incumbent is also required to travel in and outside of California for in-person meetings, events, and other activities several times a year.

Full salary range for this position: \$260,745 to \$411,134 per year. The typical hiring range for this position is from \$260,745 (minimum) to \$335,940 (midpoint), based on 100% FTE. The starting salary is determined based on the candidate's knowledge, skills, experience, as well as budget availability.