

**POSITION:** Legal Counsel – Program Implementation and Contracts

**LOCATION:** Toronto, Ontario

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## **ABOUT THE MASTERCARD FOUNDATION**

The MasterCard Foundation is a global foundation based in Toronto, Canada. Our programs promote financial inclusion and advance youth learning in Africa. The Foundation was established in 2006 through the generosity of mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from mastercard. Our policies, operations and funding decisions are made by our President and Board of Directors.

The Foundation believes that every person has the potential to transform their lives and improve the lives of their families and communities. The Foundation collaborates with partners to advance sustainable and scalable solutions in microfinance and youth learning, focusing on countries that face high rates of poverty and growing numbers of out-of-school youth. Much of this work will be accomplished by building strong institutions in developing countries – particularly Africa – and investing in robust evaluation and learning agendas.

The Foundation values innovative and fresh thinking as it strives to become a global thought-leader. Its work is achieved by a strategic, nimble and highly entrepreneurial team with a proactive and results-oriented approach to its philanthropic activities. The organization's culture is shaped by people who are driven and passionate about the Foundation's mission.

## **THE POSITION**

This is a newly created position reporting to the Chief Financial Officer. The Legal Counsel will be responsible for program proposals, contracts and ensure compliance with CRA.

This role will work closely with senior leaders, Foundation staff and external legal counsel to ensure compliance.

### **Specific Responsibilities**

- Work with program teams to review funding proposals and new program areas
- Negotiate and review funding proposals and funding contracts and communicate feedback appropriately
- Monitor contract and regulatory compliance on program implementation and related risk management issues
- Work closely with external legal counsel to maintain and upgrade funding documentation
- Ensure contracts are in line with the Foundation policies and procedures and business objectives
- Actively participate in various projects as legal support for the Foundation

- Proactively identify, analyze and respond to legislative developments affecting the Foundation
- Support the continuous improvement of legal processes
- Build and maintain relationships both internally and externally

### **Skills, Qualifications, and Experience**

- Successful completion of a Canadian university degree in law (LLB or JD)
- Member in good standing of the Law Society of Upper Canada
- A minimum of 2-4 years of experience working in a reputable firm or in-house position with a demonstrated record of success
- Minimum of four years of experience in charitable and non-profit law as well as corporate and contract law
- Ability to challenge appropriately and voice alternative perspectives and viewpoints.
- Strong leadership, organizational and analytical skills
- Strong drafting and negotiation skills
- Ability to exercise appropriate and sound judgement and discretion in dealing with legal matters
- Excellent verbal, written and presentation skills with the ability to articulate information to a variety of constituents across cultures
- Strong interpersonal and listening skills and is open and receptive to feedback
- Results driven; Motivated by a high sense of performance excellence and a sense of urgency
- Flexible, intellectually curious and open. Must be comfortable with ambiguity, be receptive to new ideas, and is also willing to change when presented with best options
- Innovative and entrepreneurial; can formulate and develop new or creative approaches to problems and inspires others on the team to do so as well
- Proficient computer skills including Word, Excel and PowerPoint
- Impeccable integrity

### **TO APPLY**

Please email your resume along with a cover letter explaining your interest in the position to [humanresources@mastercardfdn.org](mailto:humanresources@mastercardfdn.org), indicating “Legal Counsel – Program Implementation and Contracts” in the subject line of your email.

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

### **APPLICATION DEADLINE**

The application deadline for this posting is June 26, 2017.

*The MasterCard Foundation welcomes and encourages applications from all individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process.*