



Are you passionate about  
law and higher education?

Do you seek challenging and interesting files?

Do you want to be part of a globally influential institution that is ranked 13<sup>th</sup> out of more than 1,000 universities around the world for the global impact of its research, outreach, and stewardship, including 3<sup>rd</sup> in the world for climate action and 1<sup>st</sup> in the world for industry and innovation impact?

UBC is seeking an experienced and motivated individual to join the Office of the University Counsel (OUC):

### **LEGAL COUNSEL (CHARITABLE GIVING) – 12 Month Term**

UBC is recognized as a top employer. With over 70,000 students, almost 19,000 employees, and an annual operating budget of \$3.4 billion, UBC provides a rich and complex environment in which to pursue a career. The OUC is responsible for managing all of UBC's legal affairs (with the exception of labour and employment matters) and provides a supportive and collegial work environment. The OUC is seeking a highly qualified individual to serve as Legal Counsel (Charitable Giving) for a 12-month term. This individual will provide legal advice and services to UBC, focusing primarily on those areas of the law relating to charitable giving.

#### **The successful candidate will:**

- Provide legal advice and services to faculties and administrative units, especially the Development Office, on a range of legal issues but focusing primarily on issues relating to charitable giving and the University's endowment funds;
- Review and draft legal documentation, focusing primarily on charitable giving;
- Recommend for the approval of the University Counsel all legal documentation relating to charitable giving;
- Negotiate and prepare a full range of legal agreements to which UBC is a party with a view to ensuring consistency in external dealings and compatibility with UBC's policies and objectives;
- Subject to consultation with the University Counsel, retain, instruct and supervise external legal counsel on behalf of UBC on matters relating to charitable giving;
- Identify and recommend procedures and practices to protect UBC from undue liability;
- Approve indemnities as authorized by the Ministry of Finance;

- Develop and review University policies for consideration by the Board of Governors; and
- Participate in the provision of seminars and other education-oriented initiatives on legal issues affecting UBC.

#### **The ideal candidate must:**

- Be a member in good standing of the Law Society of British Columbia;
- Have a law degree and broad-based experience as a practising lawyer, preferably including 5 years of solicitor's experience including experience in trusts, estates, tax and charities law;
- Have strong interpersonal skills, the ability to exercise judgement, tact, and discretion;
- Have extremely effective oral and written communications skills;
- Have the ability to simultaneously manage a diverse range of complex projects and activities;
- Be familiar with University policies and procedures;
- Be an effective negotiator;
- Relate well with faculty, staff, and students; and
- Have computer literacy skills.

If you wish to be part of an exciting learning environment at one of Canada's most respected universities, please apply online at [UBC/OUC Legal Counsel](https://www.ubc.ca/ouc/legal-counsel).

Only those applicants selected for interviews will be contacted.