



# FRONTLINE

## Job Description: General Counsel and Law Center Director

Frontline is hiring a General Counsel who will operate at the heart of the organization's mission and innovate to launch a new legal center that will advance a new element to further its work. Passionate about the calling and committed to excellence in providing the Body of Christ with legal and public policy insights and advice, the General Counsel works in partnership with the President to serve the various projects and initiatives of Frontline.

Personable and relatable, this leader is able to take complex strategies and ideas and distill them into legally sound legislation, communicate them to key stakeholders, and advise our policy team on drafting and amending key bills. A keen attention to detail and sensitivity to the evolving legal landscape is essential. Strong writing and research skills are crucial for this individual to enhance and expand the impact of Frontline. This position also is responsible for analyzing and ensuring the compliance of the Frontline organizations and working with the President to start a Law Center that will litigate and protect the freedoms of Georgians, their families, their ministries, and their businesses.

*Reports to:* President

*Compensation:* Full-time, competitive salary and benefits

*Location:* Newnan, GA; semi-regular in-state travel required

### KEY RESPONSIBILITIES:

- In partnership with the President and Policy Team, create and advance Frontline Policy Agenda;
- Conduct legal research, review legislative proposals, draft legislation and amendments;
- Cultivate relationships with key lawmakers, political appointees, and other stakeholders and provide counsel, letters, and/or memos providing Frontline's perspective on various public policy or legal issues;
- Prepare and give legislative testimony in support of bills on Frontline's legislative agenda or in opposition to bills that undermine our mission;
- In partnership with the President, launch, brand, and define the scope of a Law Center that will litigate and defend the fundamental rights and freedoms of Georgians, their ministries, their families, and their businesses;
- Speak with supporters and citizens who seek advice or counsel on religious liberty or other threats;
- Develop seminars, templates, and resources for aligned churches, businesses, and ministries that will protect them from threats;
- Assist with litigation challenging Frontline-supported bills;

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15 PERRY ST, STE 373, NEWNAN GA, 30263

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- Draft briefs amicus curiae;
- Assess legal complaints from stakeholders and, where strategic, file lawsuits to protect their rights and litigate for victory;
- Build a Christian Lawyer Coalition within the state of Georgia;
- When necessary, contract and oversee outside legal counsel for cases supported by the Frontline Law Center;
- Pursue development opportunities and partner with the President to raise revenue for the ministry as a whole and to grow the Law Center with more attorneys and capabilities;
- Ensure organizational compliance with state and federal nonprofit regulations and licenses;
- Provide periodic analysis and reports for management;
- Assist in producing departmental budget and control expenses to keep on budget;
- Other relevant duties as directed by the president.

## **JOB QUALIFICATIONS/REQUIREMENTS:**

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### *Education, Skills, and Experience*

- **Law degree and admission to the Georgia Bar required;**
- **Experience in a legal or policy-related field preferred;**
- **Strong legal research and writing skills;**
- **Ability to communicate orally both effectively and persuasively;**
- **Well-organized, able to operate on a schedule, meet deadlines, and manage multiple projects simultaneously;**
- **Self-starter, independent, motivated daily by a passion to see Frontline's work advance;**
- **Ability to be proactive and strive to close gaps in skill and knowledge;**
- **Strong time management and organization skills, punctual, able to operate on a schedule, meet deadlines, and manage multiple projects simultaneously;**
- **Ability to remain flexible with ever-changing priorities;**
- **Thrive in and enjoy working in a multi-tasking, fast-paced work environment and able to get things done, highly efficient.**
- **Capable computer skills including: Microsoft Word, Excel, and PowerPoint;**
- **High energy, innovative, able to envision growth and prowess for Law Center, and catch, expand, and advise on the vision for Frontline as a whole;**

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- **Basic knowledge of the Georgia legislative process is desirable.**

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## *Character/Spiritual*

- **Mature Christian with a developed biblical worldview, accountable, and in agreement with Frontline’s Statement of Faith;**
- **Demonstrated and personal commitment to advancing Frontline’s mission and seeing Christ glorified in the public square;**
- **Trustworthy and responsible;**
- **Winsome and strategic communicator that fits the organization brand;**
- **Presents as a leader and highly professional – augmenting Frontline’s status as the leading voice for our principles;**
- **Capable of operating within the broader Frontline team and also possessing the capacity to supervise others as growth allows.**

**\*\*\* TO APPLY:** Please submit your Resume and Cover Letter to our Director of Operations, LeAnn Tyer, via email at [leann@frontlinepolicy.com](mailto:leann@frontlinepolicy.com). \*\*\*