

Director, Legal Services

About RenPSG

RenPSG provides complete philanthropic solutions through technology-enabled business services including cloud apps, consulting, and administration. We provide technology and service so our clients can focus on their donors' giving and their own growth.

Headquartered and operated in Indianapolis, Indiana, RenPSG is the largest independent philanthropic solutions provider in North America. With 30 years of industry knowledge and experience, RenPSG delivers custom solutions that include tax expertise, accounting support, and impeccable client service, all through our proprietary cloud computing technology. We count financial services firms, elite nonprofit organizations, and leading community foundations as our partners. Currently, RenPSG services \$16 billion in assets, including charitable trusts, donor-advised funds, pooled income funds, endowments, and private foundations.

Director, Legal Services

The Director position will be part of a new team within RenPSG that is focused on assisting our largest institutional clients with state and federal filings, monitoring transactions for potential compliance issues, assisting with special grantmaking needs (expenditure responsibility grants, grants to individuals and international granting) and helping establish and administer supporting organizations. This position will also support our institutional clients in building relationships with planned giving prospects and donors in addition to estate and financial planning professionals. This position requires excellent communication skills, strong collaboration with many personality types, and a high degree of accuracy. The ideal candidate will be self-motivated, resourceful and have impeccable time-management skills.

Duties & Responsibilities:

- Maintain a high level of expertise regarding state and federal taxes, gift and estate giving methods and the legal aspect of charitable giving
- Support RenPSG's institutional clients with the execution of their business strategies around major gifts and supporting organizations
- Directly interface with the institutional client and their prospects
- Facilitate and manage all aspects of 50+ board meetings annually including hosting, minutes, communication, follow-up, etc.
- Develop expertise in product offerings and each client's unique needs and requirements
- Identify upsell opportunities and make appropriate referrals

- Provide staff development through mentoring, training, and individual coaching sessions to build a strong team that has the necessary tools to be successful
- Identify and implement process improvements and automation to help improve and streamline workflows
- Work cross-functionally to ensure work and relationships across departments are client-focused and produce solutions for efficiencies, revenue generation and compliance
- In collaboration with the EVP, build and manage a budget and capacity plan for the unit that includes peak season work or changing workloads, ongoing training and/or new client contracts

Knowledge, Skills & Abilities

- Law degree (J.D.) is required in addition to a Bachelor's degree
- Minimum of eight years of related work experience
- Member, Indiana State Bar is preferred
- Ability to maintain a high level of activity, manage competing priorities and work efficiently in a results-driven environment
- Ability to communicate effectively and meaningfully with groups and individuals in diverse settings
- Possess excellent organization and planning skills
- Superior time management skills to be able to multi-task
- Self-motivated with a positive and professional approach

- Strong business ethics and personal integrity
- Additional certifications in leadership and process improvement are a plus
- Candidate must be able to pass a background check

Applying

- Resume and cover letter should be sent to the Talent team at talent@reninc.com.
- LinkedIn Applications must include a resume. Profile only applications will not be considered.
- No recruiter or phone calls.
- Relocation assistance is not provided.
- Travel = 20% - 25%