



ORGAN, EYE AND TISSUE DONATION

## General Counsel

### Position Description

February 2024

Minneapolis, MN



## ORGANIZATION OVERVIEW

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**LifeSource** in Minneapolis, Minnesota, is seeking a healthcare leader to serve as its first in-house attorney. This is an opportunity to strategically lead the legal operations of a dynamic and growing healthcare organization with an extraordinary mission, a dedicated and collaborative workforce, and a strong reputation in the community and beyond.

Established in 1989, LifeSource is one of 56 organ procurement organizations (OPO) in the United States. This non-profit organization is dedicated to saving lives through organ, eye, and tissue donation [in partnership with hospitals, transplant centers](#), and tissue and eye processors. LifeSource serves more than seven million people across Minnesota, North Dakota, South Dakota, and portions of western Wisconsin, representing the second largest OPO geographical region.

LifeSource facilitates organ, eye, and tissue donation by working in partnership with hospitals, supporting families, honoring donors' decisions, and educating the community about the impact of donation.

LifeSource's success is dependent on a trusted network of partnerships and community participation. Its team works with nearly 300 hospitals and nine transplant centers—as well as medical examiners, coroners and



funeral directors and driver's license offices—in the three-state service area to ensure every donor and family that wants to donate one's organs, eyes and tissues has the opportunity to do so.

- **Mission:** LifeSource saves lives and offers hope and healing through excellence in organ, eye, and tissue donation.
- **Vision:** Everyone shares the gift of life.
- **Values:** Respect. Accountability. Advocacy. Life. Innovation.

LifeSource is relentlessly pursuing a day where everyone in need of a life-saving organ transplant gets one. Scientific advancements, strong partnerships and a “test, learn, and adjust” mentality will lead the way.

## THE OPPORTUNITY

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LifeSource is seeking an experienced leader to serve as its first General Counsel reporting to the Chief Administrative Officer. This is an opportunity to develop new systems and provide strategic leadership in an organization with an extraordinary mission. This includes a commitment to achieving LifeSource's established goals:

- Facilitate 305 organ donors and save 940 lives through organ donation and transplantation in 2024.
- Ensure LifeSource's workforce reflects the increasing racial and cultural diversity of the community served by 2025.
- Advocate to achieve equity in donation for communities of color and underserved communities.

The General Counsel is responsible for the legal affairs of LifeSource including providing counsel, legal advice and guidance to the Executive Leadership Team, Human Resources Director and Board of Directors to reduce risk and ensure compliance with applicable laws and regulations in achieving the organization's mission and goals.

Equally important is an active listener who values and appreciates ideas and viewpoints of others, fosters an environment of equity, diversity, and inclusion, and is inspirational and empowering of others.

This leader will advise senior leadership in all aspects of legal affairs including human resources, contracts and clinical services.

Specifically, the General Counsel will be responsible for the following:

### General

- Provides legal advice in the development, implementation and enforcement of organizational policies and procedures
- Maintains knowledge of the organization's operation and policies and procedures.
- Management of outside legal counsel on issues as necessary including regulatory matters and litigation matters
- Draft and negotiate contracts with third parties for a range of vendors
- Maintains positive working relationships and effective protocols with appropriate attorneys and medical examiners.
- Represents LifeSource in court and administrative proceedings.
- Oversees and responds to subpoena and other requests for clinical/other records
- Serves as a legal resource to the Board of Directors to ensure risk is understood and that the Board meets its legal responsibilities for a Section 501(c)(3), non-profit organization.
- Serves as a legal resource to the Executive team to support Federal and state level legislative goals impacting organ and tissue laws/regulations
- Serves as a real-time/on call resource to clinical staff for legal issues, which may arise during the donation process

### Corporate Compliance

- Serves as the corporate compliance officer for LifeSource to maintain and ensure compliance with regulations, minimize risk and assure the organization adheres to all applicable laws and regulations, as well as policies and accreditation standards,
- Establishes programs and processes to assure compliance; develops, provides and/or oversees training for staff and board members on corporate compliance programs.
- Oversees the implementation of the conflict of interest policy, including the administration of the annual disclosure process.
- Investigates and resolves LifeSource's corporate compliance issues or concerns; involves outside resources as needed.
- Ensure compliance with trademark and licensing requirements

#### Human Resources

- Supports the Executive leadership team members and the Human Resources Director in minimizing risk to the organization related to employee relations matters
- In collaboration with Human Resources Director, manages the internal investigative process of personnel issues and/or the Corporate Compliance Program
- Assists the Human Resources Director with employment law concerns, employment law policy creation, revision and claims (e.g. EEOC, unemployment hearings, etc.)
- Collaborates with the Human Resources Director and Learning and Development Manager to establish employment related training as it relates to legal issues and policies.

#### Risk Reduction

- Provides leadership in the development and implementation of risk reduction strategies to minimize risk and improve clinical and/or business processes.
- Works with department leaders to identify risk management goals for their area of responsibility.
- Advises staff on case specific legal issues to evaluate options and determine appropriate actions.
- Investigates and resolves adverse events or other potential liabilities.
- Oversees LifeSource's insurance program; acts as the organization's liaison with insurance brokers and carriers.

#### Privacy

- Develops, manages, and implements processes to ensure LifeSource's compliance with applicable federal and state privacy and security regulations and guidelines, particularly regarding the organization's access to and use of protected health information (PHI) when applicable.
- Collaborates with the Information Technology Department, administration, and outside legal counsel to identify and address privacy policies and procedures.
- Maintains policies and procedures related to PHI access and use; ensures strict adherence by all staff with access to PHI.
- Assists in coordinating a cohesive organizational response to any cybersecurity incident or data breach.

#### Other responsibilities related to operational oversight of Legal Affairs

1. Represents LifeSource by serving as an active contributor to national industry groups on legal matters (including AOPO, UNOS, AATB).
2. Participates in all appropriate meetings as defined by leader.

3. Routinely shares feedback, solutions, and ideas to executive leadership, including identification of training needs.
4. Maintain confidentiality of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with applicable laws and regulations.
5. Demonstrates LifeSource's Values in work behaviors and actions.
6. Performs other duties as required and assigned by leader.

#### **Standard Responsibilities**

- Perform work while demonstrating a commitment to excellence and performance improvement.
- Update clinical and administrative documentation, including electronic systems, with accurate, real-time, appropriate information according to established practices and procedures.
- Represent LifeSource in a professional manner with both internal and external customers, ensuring professional appearance and communication.
- Participate in all appropriate meetings, in-person, on-site, or remote, as defined by leader.
- Routinely share feedback, solutions, and ideas to leadership, including identification of training needs.
- Exhibit outstanding customer service and collaboration skills as required by position.
- Maintain confidentiality and respect of information obtained within purview of position, as defined by policy and procedure expectations and in accordance with HIPAA.
- Demonstrate LifeSource Values in work behaviors and actions.
- Actively participate on assigned committees, work groups and project teams.
- Execute job responsibilities in accordance with established Standard Operating Procedures (SOPs), Policies (POL), and practices as trained.
- Perform other duties as required and assigned by CEO.

#### **QUALIFICATIONS**

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Candidates must possess the following combination of education, experience, and leadership qualifications to achieve business imperatives, as well as demonstrate competencies and a leadership style supportive of our culture.

##### **Education and Work Experience**

1. Requires a combination of education and experience equivalent to 10 years. Juris Doctor degree required. Must be a member of the bar association in the state of Minnesota or eligible for admission.
2. Requires a minimum of 5 years proven leadership, mentoring and coaching experience.
3. Proven success in building new and existing business relationships using consultative skills and value proposition methodology.
4. Must have a demonstrated ability to drive results to improve processes and outcomes with the use of critical thinking, analytical skills, problem-solving capabilities.
5. Demonstrated ability to build and maintain relationships with, motivate, influence, and achieve cooperation with both internal and external stakeholders. Managing difficult situations with poise and professionalism.

6. Proven ability to establish priorities, coordinate internal and external resources, and achieve measurable results against goals.
7. Excellent written and verbal communication, organizational, and interpersonal skills are essential.
8. Must be organized, detail oriented, self-directed, motivated contributor with ability to function autonomously and effectively lead, to execute reasonable and sound decision making.
9. Demonstrated ability to exhibit a high degree of quality, integrity, and honor confidentiality of appropriate information including, but not limited to, personal team member data, organizational operations or work processes, donor and donor family information, contributor details, any financial information and medical or protected health information (PHI) in accordance with applicable laws and regulations.
10. Strong working knowledge of Microsoft Office applications.
11. Proven skill and competence in using technology-based tools such as personal computers and related software, mobile devices, and electronic medical record systems as appropriate for position.

#### **Personal Characteristics and Leadership Skills**

- An authentic, relational person who is strong at building and maintaining effective relationships with a wide range of internal and external stakeholders.
- A leader who is a naturally warm and thoughtful person, who recognizes the deep emotional nature of this work and brings a compassionate, culture-first mindset, strong mission orientation, and exceptional interpersonal, communication, and listening skills.
- A self-assured leader with a strong sense of presence and self-confidence who has the ability to develop an informed perspective and respect the perspectives of others.
- A humble yet confident leader who is transparent, direct, and firm in setting organizational direction, and brings tempered patience and perseverance to achieve success.
- A leader with the ability to translate strategy and vision to actionable objectives while integrating equity, with a readiness and willingness to take calculated risks and initiate change to drive optimal performance and establish the organization as "best in class".
- A "leader coach" who readily provides coaching, guidance, and support to team members, focuses on collective learning, and brings a "focused forward" mindset to the work.

#### **TO APPLY**

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More information about **LifeSource** may be found at: [life-source.org](https://life-source.org)

We are partnering with MatchPoint Search. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume to Shawna Wager at [shawna@matchpointsearch.com](mailto:shawna@matchpointsearch.com).

**LifeSource is committed to creating a diverse, inclusive, and welcoming workplace with opportunities for all individuals to thrive. LifeSource is an equal opportunity employer and strongly encourages BIPOC, LGBTQIA+, veterans, persons with disabilities, members of marginalized communities, and non-traditional applicants to apply.**