

# MENTA EDUCATION GROUP

*Position Announcement*

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## General Counsel

**Location:** Remote (periodic travel to Chicago, IL required) | **Compensation:** \$300,000 – \$350,000 annually | **Classification:** Full-Time, Exempt

## About Menta Education Group

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Menta Education Group is a mission-driven nonprofit organization dedicated to delivering high-quality educational programming and therapeutic support services to students across our multi-state network of 37+ campuses. We operate with purpose, integrity, and a deep commitment to the students and communities we serve. As we continue to grow, we are seeking an experienced, principled legal leader to serve as our first General Counsel.

## The Opportunity

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This is an outstanding opportunity for a seasoned attorney who is ready to step back from the demands of law firm partnership and apply their expertise in a meaningful, mission-aligned environment. As General Counsel, you will serve as the organization's chief legal officer, providing strategic legal guidance to the Board of Directors, CEO, and senior leadership team.

We recognize that the pace of a nonprofit leadership role is different from that of a large firm — and we consider that a feature, not a limitation. If you are looking for intellectually engaging, high-impact work in an environment that values work-life balance, this role was designed with you in mind.

## Key Responsibilities

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### Legal Strategy & Governance

- Serve as the primary legal advisor to the Board of Directors, CEO, and executive leadership
- Advise on governance matters, board policies, and fiduciary obligations
- Support and guide the organization's strategic planning from a legal risk perspective

### Contracts & Transactions

- Draft, review, and negotiate a wide range of contracts including vendor agreements, service contracts, leases, and partnership agreements
- Develop and maintain template agreements and contract management systems
- Oversee legal due diligence for new initiatives, programs, or partnerships

### Nonprofit & Regulatory Compliance

- Ensure compliance with federal and state nonprofit laws, IRS regulations, and 501(c)(3) requirements
- Monitor legislative and regulatory developments affecting the organization
- Manage relationships with outside counsel as needed

## Employment & Education Law

- Advise HR and leadership on employment matters, policies, and dispute resolution
- Provide guidance on education law, student rights, and applicable federal and state education regulations
- Oversee litigation management and serve as liaison with outside litigation counsel

## Risk Management

- Identify, assess, and manage organizational legal risk
- Maintain and advise on appropriate insurance coverage
- Support the development of organizational policies and procedures

## Qualifications

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### Required

- Juris Doctor (J.D.) from an accredited law school
- Active bar membership in good standing (Illinois license or ability to obtain preferred)
- Minimum 12–15 years of legal experience, with demonstrated breadth across multiple practice areas
- Meaningful experience with contract law, nonprofit law, or education law
- Proven ability to operate independently and provide sound legal judgment at the executive level

### Strongly Preferred

- Prior in-house counsel experience at a nonprofit, educational institution, or mission-driven organization
- Experience advising boards of directors and senior executives
- Background in employment law, regulatory compliance, or government relations
- Familiarity with Illinois nonprofit statute and federal education law (IDEA, Title IX, etc.)

## Who Thrives in This Role

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We are intentionally seeking candidates who are mature in their legal careers and looking for a change of pace — not a step down in impact. The ideal candidate is someone who has excelled in a high-velocity environment (such as law firm partnership or a large in-house legal department) and is now seeking a role where depth, relationships, and mission matter more than billable hours or deal count.

You will be a strong fit if you:

- Want your work to matter beyond the transaction
- Prefer breadth of practice over deep specialization
- Value autonomy, trust, and a collaborative leadership culture
- Are energized by building systems and processes, not just reacting to issues
- Can operate effectively as a solo in-house attorney with appropriate outside counsel support

## Compensation & Benefits

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Menta Education Group is committed to transparency. We offer the following:

- Base Salary: \$300,000 – \$350,000 annually, commensurate with experience
- 403(b) retirement plan with employer contribution
- Comprehensive health insurance (medical, dental, and vision)
- Paid vacation leave
- Paid holidays
- Remote-first work environment with periodic travel to Chicago, IL

## Work Location

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This position is remote. Candidates may be based anywhere in the United States, but must be willing and able to travel to our Chicago, Illinois offices on a periodic basis for board meetings, leadership sessions, and organizational events. Travel frequency will be determined collaboratively based on organizational needs.

## How to Apply

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Interested candidates should submit a resume and a brief cover letter describing their legal background and why this opportunity aligns with where they are in their career. Applications are reviewed on a rolling basis.

Menta Education Group is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.