



**Last
Updated:
Jan 2013**

Capture the Dream, Inc. Position: Legal Advisor

Who We Are

Established in July 2006, Capture the Dream, Inc. is a registered, 501(c)(3) non-profit organization, dedicated to helping underserved and at-risk individuals succeed in school and find fulfilling, sustaining careers. We foster hope, love, and support to youth at critical time periods to empower them to overcome adversity and achieve their dreams. No dream is too small and no dream is too large.

Our organization offers several ongoing programs such as our *Dreamcatcher* program that combines mentoring and micro-funding opportunities for low-income K-12 and community college students from underprivileged Bay Area communities to help them realize their scholastic and career dreams. In addition, our scholarship fund provides \$1,000 scholarships to students in need. Along with these programs, we also donate school supplies through our annual DreamPack campaign and distribute Christmas gifts through our *Adopt a Family* program.

This past year, we were able to fulfill the dreams of over 2,000 Bay Area youth and distribute over \$250,000 in goods and services to those in need. In addition, Capture the Dream, Inc. has been recognized in the Oakland Tribune, UC Davis Magazine, a local New York Television Show, People Magazine, AsianWeek, World Journal, AT&T Community Spotlight Hero Award, 2007 Maybelline Empowerment through Education Award, Oakland Mayoral Proclamation, San Francisco Mayoral Proclamation, San Francisco Board of Supervisors Certificate of Honor, California State Senate Certificate of Honor, Appreciation Award from the Taiwanese Consulate, PG&E Community Service Award, and Pinnacle Award.

Summary

As the Legal Advisor at Capture the Dream, Inc., your responsibilities include serving as a trusted advisor providing practical, business-oriented legal advice on a broad range of issues to all activities in which Capture the Dream, Inc. is involved. You will also be responsible for the development of legal-related policies, procedures, forms, and processes.

Previous experience working with a non-profit organization is helpful but not necessary.

Duties and Responsibilities

- Provide ad-hoc legal support and advice for Capture the Dream, Inc.
- Provide expertise in policies and procedures to advise management, developers and other parts of the organization on best practices in relevant legal areas



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- Draft and develop language for various legal documents including Non-Disclosure Agreements (NDAs), Media Release Forms, Liability Waiver Forms, Client Contracts, and other operational needs
 - Responsible for various legal issues related to client relations, fundraising, events, development and marketing strategies
 - Update Articles of Incorporation, Bylaws, and other legal documentation as needed
 - Other duties as assigned

Qualifications

- J.D Law Degree, Licensed by the California Bar. Preferred experience in Corporate, General Litigation, Contract, Tax, or related field that would be applicable to non-profit sector
- Excellent organizational and prioritization skills
- Strong writing and editing skills with the ability to convey ideas in a concise, clear and persuasive manner
- Ability to work with detailed and confidential information
- Proficient written communication skills
- Ability to meet deadlines and work in a timely fashion
- A minimum six month commitment is required for all CTD Volunteer positions
- Preferred: Access to transportation, available for CTD monthly staff meetings

Compensation

This is a volunteer position. There will be no financial compensation. Volunteer will receive experience within this career field and an exceptional letter of recommendation. We reward our volunteers with special promotional items, events, tickets, and other opportunities.

To apply, please send cover letter and resume to: Janine@capturethedream.org

For more information, please visit us at: <http://www.capturethedream.org>

Capture the Dream, Inc.
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