

Position Description

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MAJOR, LINDSEY & AFRICA | 530 FIFTH AVENUE, SUITE 1100, NEW YORK, NY 10036 | 212.421.1011

April 21, 2025

Affiliates Risk Management Services, Inc.

New York, New York 10022

<https://armsnyc.org/>



Affiliates Risk Management Services, Inc. ("ARMS" or "the Company") has engaged Major, Lindsey & Africa on an exclusive basis to conduct a global search for an **Associate General Counsel**. The Company is an equal opportunity employer.

EXECUTIVE SUMMARY – ASSOCIATE GENERAL COUNSEL

Overview: ARMS seeks to hire an Associate General Counsel to join its NYC-based team. The Associate General Counsel will report to the Chief Legal Officer and work closely with her and other members of the organization. The position will provide day-to-day legal advice and counsel and perform a wide variety of legal work, with a primary focus on drafting and negotiating contracts. Additional responsibilities may include advising on governance, compliance, intellectual property, labor & employment, and litigation matters.

Company: ARMS is a NY-based nonprofit organization that provides risk and quality management services to help clients enhance patient safety, improve health outcomes, and minimize the risk of loss. ARMS assembles and administers a comprehensive insurance program of coverages and provides risk-mitigation programs, internet-based education and training, and risk and quality management services to reproductive health centers throughout the United States.

Experience: Five to eight (5-8) years of experience with a law firm and/or in-house handling general corporate matters including drafting and negotiating commercial contracts. Experience with intellectual property, labor & employment, and/or litigation is a plus.

Location: New York City, hybrid schedule, in office 2 days per week.

Compensation: Salary range is \$180,000 to \$200,000, commensurate with experience. The package includes salary and benefits. ARMS offers a full range of employee and family-friendly benefits to regular employees including medical, dental, vision, short term- and long term-disability insurance, life insurance, 401K program with employer contribution plus employer match, paid parental leave, and generous paid time off, including vacation, sick, holidays, and personal days.

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Company Overview

Affiliates Risk Management Services, Inc. (ARMS) is a mission-driven not-for-profit organization supporting primary and reproductive healthcare organizations across the U.S. that offer high-quality, inclusive, and affordable care. ARMS partners with its clients to reduce risk and advance patient safety. As a dedicated risk manager, ARMS serves its clients with three programs: [The National Insurance Program](#); [The Center for Affiliated Learning Program](#); and the [Risk, Quality, and Patient Safety Program](#). Together, they form an integrated risk-mitigation approach that helps clients enhance the quality of patient care; informs, trains, and educates to minimize the likelihood that adverse events will occur; and protects clients when they do.

Key Responsibilities

- Provide advice and counsel on a wide range of contracts including drafting, reviewing, and negotiating, vendor, consulting, non-disclosure, software development, license, master service, venue, and other agreements.
- Research and draft legal memoranda on selected issues arising in connection with ongoing business.
- Assist the Chief Legal Officer on governance and compliance policies, corporate secretarial work, intellectual property issues, employment and benefits matters, litigation, and other legal issues as they arise.
- Supervise and manage outside counsel.

Qualifications

- An advanced degree (J.D) from an accredited law school.
- Admission to practice law in New York State or ability to be admitted.
- Minimum five to eight years (5-8) of experience with a law firm and/or in house .
- Exempt organization experience preferred.

Key Attributes

- Excellent communication and drafting skills.
- Ability to work collaboratively with others, work under pressure, prioritize and manage simultaneous tasks, meet deadlines within a fast-paced environment, and handle sensitive and confidential matters.
- Strong mission orientation.
- Positive demeanor and proactive and thorough approach to the work.

Why ARMS?

- The opportunity to join a mission-driven organization focused on supporting organizations that provide essential healthcare services throughout the nation.
- ARMS has an incredible track record of developing its employees and ensuring they thrive. In the most recent annual employee survey, 97% responded that ARMS is a great place to work.

Process

Interested candidates should submit a resume in Microsoft Word format addressed to:

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Sheri Michaels
Partner
In-House Counsel Recruiting
smichaels@mlaglobal.com

Tyler Myers
Director
In-House Counsel Recruiting
tmyers@mlaglobal.com

Emily Schwerdlin
Lead Search Coordinator
In-House Counsel Recruiting
eschwerdlin@mlaglobal.com

You may be required to complete additional documents to be considered for this position.

Please do not contact the Company directly; all resumes sent to the Company will be routed to MLA for handling and will create delays.

Affiliates Risk Management Services, Inc. is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Affiliates Risk Management Services, Inc. does not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, sex, pregnancy, reproductive health decision making, childbirth and related medical conditions, gender, gender identity/expression, transgender status, familial status, caregiver status, national origin, ancestry, age, physical or mental disability, genetic information or carrier status, status as a victim of domestic violence, sexual assault or stalking, sexual orientation, marital or partnership status, protected military status, veteran status, citizenship status, unemployment status, or any other basis protected by applicable law.

Affiliates Risk Management Services, Inc. is committed to creating a dynamic work environment that values respect and integrity, customer focus, and innovation.