

# NEW YORK FOUNDATION FOR FAIR CONTRACTING



5999 South Park Avenue #154 • Hamburg, New York  
14075 1971 Western Avenue #298 • Albany, New  
York 12203  
PO Box 18789 • Rochester, New York 14618 PO Box  
110 • Wappingers Falls, New York 12590

Phone: (716) 627-4383 • Fax: (716) 627-2649

## JOB DESCRIPTION: GENERAL COUNSEL

The **New York Foundation for Fair Contracting** (“NYFFC”) is a labor-management non-profit with a mission to “level the playing field” in public works construction for the benefit of workers, responsible contractors, and taxpayers.

### **Job Summary:**

The General Counsel is an integral member of the NYFFC team. General Counsel is responsible for providing legal advice, guidance, and support to the organization on a wide range of legal matters. General Counsel will be responsible for critical operations and administrative tasks to NYFFC staff and partners.

### **Responsibilities:**

- Provide legal advice and guidance to the Director and Board on organizational matters.
- Primary responsibility for managing administrative needs of the organization. Such tasks may include, but are not limited to, reviewing contracts with affiliates, liaising with accountants and insurance agents, and overseeing human resources matters.
- Oversee organizational legal needs by analyzing relevant legal issues and preparing memorandums, training, or other materials.
- Provide legal guidance and support to NYFFC staff regarding compliance with prevailing wage laws and other rules governing public construction contracts.
- Collaborate with NYFFC staff to investigate public work construction and level the playing field for fair contractors, workers, and communities.
- Liaise with government officials to advance responsible contracting standards and pursue enforcement action for violations of such.
- Interface and cultivate relationships with institutional stakeholders.

### **Qualifications:**

- Passion for issues of importance to working people.
- Excellent people skills and interest in relationship building with a variety of people and institutions. Ability to build trust, adapt, and connect with diverse audiences and stakeholders.
- Strong written and verbal communication skills.

- Demonstrated ability to use independent judgment to formulate decisions and/or solve problems, under time pressure and urgent conditions.
- Understanding of New York State and federal labor laws pertaining to the construction industry is a plus.
- Knowledge of open records laws, and procurement laws a plus.
- Familiarity with the unionized construction industry is a plus.
- Position involves local travel. Must have reliable transportation.
- Minimum Experience: A juris doctorate from an accredited law school. Candidate must be a member in good standing with the New York State bar. A minimum of 3 years of relevant experience is required. Labor law experience preferred.

**Hours:** Full time, Monday through Friday. Flexible scheduling available. Position involves hybrid work and some periodic in-state and out-of-state travel. Exempt.

**Salary:** \$130,000 - \$180,000 based on experience. Benefits include health insurance, dental insurance, pension, paid time off, malpractice insurance, and professional fees.

**Location:** Position is based in Buffalo, NY. However, candidate may reside in Western or Central New York. This is hybrid position.

**Interested persons may submit a resume or CV, cover letter, and writing sample to [hiring@nyfaircontracting.org](mailto:hiring@nyfaircontracting.org) by October 31, 2025.**

*The NYFFC is an Equal Opportunity Employer. Hiring decisions are made based upon a candidate's qualifications for the position. We are committed to an inclusive workplace free of discrimination. As part of this commitment, the NYFFC will ensure that persons with disabilities are provided reasonable accommodation. If reasonable accommodation is needed to participate in the job application or interview process and/or to perform essential job functions, please notify the NYFFC by email.*