



**Secretary of State's Office
Charities Division
Senior Attorney**

Duties:

- Prepare Cease and Desist Orders for charities and fundraisers who violate Mississippi charity laws and rules.
- Prepare Consent Agreements and Penalty Assessments for charities for who have solicited contributions in the state in violation of the law and for other violations.
- Review and prepare charity opinions received by the Division.
- Review and approve or deny religious exclusion requests based on the Charity Act.
- Issue acknowledgements of charitable gift annuities notices.
- Prepare registration letters to charities not properly registered with the Division. Follow up with these organizations until properly registered.
- Review professional fundraisers and fundraising counsels contracts for compliance.
- Follow-up with commercial co-venturers who fail to properly notice file with the Division to get proper notification & required contracts.
- Prepare initial paperwork for administratively dissolution of charities.
- Review enforcement files referred by examiners to determine whether legal action is required.
- Assist the examiners in meetings with charities to resolve potential violations of the Charity Act.
- Serve as the contact person for rule changes/revisions.
- Conduct research as necessary to respond to inquiries and support administrative actions.
- Serve as a resource to the public answering questions regarding charity registration and compliance.
- Represent the agency in administrative hearings, as necessary.
- Work with criminal agencies, as needed in litigation matters for the Division.
- Represent the agency at charities conferences and seminars on charity matters.
- Work any special projects as assigned.

Applicant must be licensed to practice in the state of Mississippi.

Applicant must be available to work in person in the Jackson, MS office.

Applicant must quickly become familiar with the Charities Act and Rules.