

Position Description

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MAJOR, LINDSEY & AFRICA
IN-HOUSE COUNSEL RECRUITING

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The American Israel Public Affairs Committee
Washington, DC
www.aipac.org



The American Israel Public Affairs Committee (“AIPAC” or “Organization”) has engaged Major, Lindsey & Africa on an exclusive basis to conduct a search for a **General Counsel & Director of Political Operations**. AIPAC is an equal opportunity employer.

EXECUTIVE SUMMARY – GENERAL COUNSEL & DIRECTOR OF POLITICAL OPERATIONS

Organization: The American Israel Public Affairs Committee is a bipartisan American advocacy organization dedicated to strengthening, protecting, and promoting the U.S.–Israel relationship in ways that enhance the security and interests of both nations. Headquartered in Washington, D.C., AIPAC operates within a complex ecosystem of affiliated entities, including a 501(c)(3) educational foundation, a connected PAC, an affiliated Super PAC, and related political advisory activities. Deeply mission-driven, AIPAC functions in a dynamic, highly visible political environment that requires disciplined legal oversight alongside strategic political engagement. AIPAC’s leadership and Board are actively engaged in advancing the Organization’s mission and navigating an increasingly complex regulatory and political landscape. The legal and political functions are central to its continued influence, institutional stability, and long-term strategic objectives.

Position Overview: AIPAC seeks a **General Counsel & Director of Political Operations** to serve as a core member of its Executive Team. Reporting to the Chief Operating Officer, the General Counsel & Director of Political Operations will operate at the intersection of law and politics, providing authoritative legal guidance across AIPAC and its affiliated entities while exercising sound political judgment in the evaluation and execution of political initiatives. This is not a traditional general counsel role. It is a strategic executive mandate requiring reliable legal judgment, political sophistication, creativity, and decisiveness in a fast-paced and closely scrutinized environment. The successful candidate must be capable of enabling assertive yet compliant political engagement while safeguarding the Organization against unnecessary legal or reputational risk.

Experience: 20+ years of relevant legal experience, including substantial exposure to election law, campaign finance, nonprofit governance, and complex regulatory frameworks. A litigation background is preferred. Experience advising or operating within political committees, advocacy organizations, or comparable mission-driven institutions is highly desirable. The successful candidate must demonstrate executive presence, strategic agility, and a deep alignment with AIPAC’s mission.

Location: Washington, D.C. This is an in-office role, with remote flexibility typically available on Wednesdays and Fridays, though executive team members frequently convene in person as needed.

Compensation: Commensurate with experience.

Organization Overview

AIPAC is a bipartisan American advocacy organization committed to strengthening, protecting, and promoting the U.S.–Israel relationship in ways that enhance the security and strategic interests of both nations. Representing more than six million grassroots supporters nationwide, AIPAC works to ensure that the U.S.–Israel relationship remains strong, stable, and enduring. The Organization views the alliance as a mutually beneficial partnership that advances American national security interests, supports democratic values, strengthens economic cooperation, helps protect U.S. service members, and addresses emerging 21st-century geopolitical challenges.

Headquartered in Washington, D.C., AIPAC engages policymakers and mobilizes citizen advocates across the country to advance legislative and policy initiatives aligned with its mission. Its work is rooted in the belief that a strong U.S.–Israel relationship is not only strategically important to Israel, but also materially beneficial to the United States. As such, the Organization operates with a high degree of purpose, visibility, and engagement in national political discourse.

AIPAC functions within a sophisticated and highly regulated framework that includes multiple affiliated entities, including a 501(c)(3) educational foundation (American Israel Education Foundation), a 501(c)(4) advocacy arm, a connected PAC, an affiliated Super PAC (United Democracy Project), and related political advisory activities. These entities operate within a coordinated but legally distinct ecosystem, each subject to its own regulatory requirements under federal election law, tax law, and nonprofit governance standards. As AIPAC's political engagement has expanded in recent election cycles, the Organization's legal, compliance, and operational complexity has correspondingly increased.

AIPAC is governed by a national Board of Directors, with an empowered Executive Committee responsible for key strategic decisions. The Executive Team operates in a fast-paced, highly collaborative environment characterized by strong personalities, rigorous debate, and deep commitment to mission. Leadership is accustomed to operating in a public-facing and closely scrutinized political environment where legal precision, political judgment, and reputational awareness must operate in tandem.

Looking ahead, AIPAC anticipates continued growth and institutional evolution. As its political and advocacy footprint expands, the Organization expects its legal and political operations functions to become increasingly strategic and complex. Within this context, the General Counsel & Director of Political Operations will play a central role in advancing the Organization's mission with discipline, creativity, and integrity.

Position Overview

The General Counsel & Director of Political Operations serves as a core member of AIPAC's Executive Team. The role sits at the intersection of law, policy, and political engagement and is central to AIPAC's ability to advance its mission within a complex and highly scrutinized regulatory and political environment. As chief legal advisor, the General Counsel provides strategic oversight across AIPAC and its affiliated entities, supervises the Chief Counsel and the internal legal function, manages relationships with outside counsel, and interfaces regularly with the Board of Directors and its Executive Committee on significant legal, compliance, and strategic matters.

In addition, the position provides strategic leadership across the Organization's political operations, integrating legal analysis with real-time political judgment during election cycles and other high-stakes initiatives. The General Counsel & Director of Political Operations serves as a trusted advisor to senior leadership, delivering

clear, pragmatic guidance in situations that often involve competing legal, reputational, and strategic considerations. The role requires executive presence, decisiveness, creativity, and the ability to balance assertive political engagement with disciplined compliance in a fast-paced environment where issues evolve quickly and public scrutiny is significant.

Key Responsibilities

Legal Strategy & Oversight

- Serve as chief legal advisor across AIPAC and its affiliated entities, including its 501(c)(3), 501(c)(4), connected PAC, affiliated Super PAC, and related political advisory activities.
- Provide strategic counsel on federal and state election law, campaign finance regulations, nonprofit governance, lobbying and ethics laws (including FARA considerations), ERISA-related matters, employment matters, contractual risk, cybersecurity, and regulatory compliance.
- Supervise and oversee the internal legal function, assessing and strengthening legal infrastructure as organizational complexity evolves.
- Manage and coordinate relationships with outside counsel, ensuring alignment with strategic objectives, efficient deployment of resources, and high-quality work product.
- Oversee legal matters relating to shared services agreements, financial reimbursement methodologies, organizational filings (including Form 990), PAC reporting, gift acceptance, and other cross-entity compliance obligations.
- Advise on enterprise-wide contractual matters, internal investigations, insurance and risk management programs, cybersecurity policies, intellectual property protection, and compliance of AIEF educational programming, and review of marketing, digital communications, and public-facing materials.
- Advise the Executive Team and Board of Directors, including the Executive Committee, on material legal, compliance, and reputational risks.
- Anticipate and proactively address areas of potential legal exposure within a highly dynamic political and regulatory landscape.

Political Operations & Election Law Leadership

- Provide strategic oversight of AIPAC's political operations, ensuring that legal guidance is fully integrated into political engagement and electoral strategy.
- Advise on the structure, compliance, and coordination of PAC and Super PAC activities in accordance with federal and state election law.
- Evaluate political initiatives, race strategies, and resource deployment decisions through both legal and strategic lenses, particularly during primary and general election cycles.
- Deliver timely, practical counsel in high-pressure situations where legal risk, political impact, and reputational considerations converge.
- Support the continued development and refinement of the Organization's political infrastructure as its engagement and visibility expand.

Executive & Organizational Leadership

- Serve as a member of the Executive Team, contributing to enterprise-wide strategic planning and decision-making.
- Act as a trusted advisor to the Chief Operating Officer, Chief Executive Officer, Chief Financial Officer, and other senior leaders.
- Interface regularly with the Board and Executive Committee, presenting complex legal and strategic issues with clarity, confidence, and sound judgment.

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- Foster a culture of accountability, responsiveness, and disciplined execution within the legal and political functions.
- Collaborate cross-functionally with Finance, Development, Government Affairs, Communications, and Operations to advance the Organization's mission effectively and responsibly.
- Perform other responsibilities, as necessary, in addition to those listed above.

Key Success Factors

- **Mission-Driven Commitment:** Demonstrates a deep and authentic alignment with AIPAC's mission and a clear understanding of the importance of the U.S.–Israel relationship within the broader American national interest. The successful candidate will be energized by the Organization's purpose and prepared to operate in a highly visible and often challenging political environment.
- **Sound Judgment Under Pressure:** Brings the ability to assess complex legal and political issues quickly and thoughtfully, particularly during time-sensitive election cycles or high-profile matters. Exercises disciplined decision-making without unnecessary delay or risk aversion.
- **Strategic Political Sophistication:** Possesses a nuanced understanding of federal election law and the broader political landscape, with the ability to integrate legal analysis into political strategy in real time. Understands how regulatory requirements, reputational considerations, and electoral dynamics intersect.
- **Pragmatic Problem Solving:** Approaches challenges with a solutions-oriented mindset, identifying compliant pathways to advance strategic objectives rather than defaulting to obstruction. Balances assertiveness with careful risk management.
- **Executive Presence & Gravitas:** Commands credibility with senior leadership and the Board, communicates complex issues clearly and confidently, and demonstrates professional restraint and maturity in high-stakes discussions.
- **Collaborative Leadership:** Operates effectively within a strong, mission-driven Executive Team characterized by dynamic personalities and robust debate. Listens thoughtfully, builds trust quickly, and fosters accountability within legal and political functions.
- **Operational Agility:** Thrives in a fast-paced environment where priorities shift rapidly and issues may arise unexpectedly. Maintains composure and effectiveness in a 24/7 political environment, particularly during peak election cycles.
- **Balanced Risk Calibration:** Enables assertive and innovative political engagement while safeguarding the Organization against unnecessary legal or reputational vulnerabilities.

Why AIPAC?

- **Impact at the Highest Level:** This role offers a rare opportunity to operate at the center of national political discourse, shaping legal and political strategy for one of the most influential advocacy organizations in the United States.
- **Mission with Meaning:** AIPAC represents more than six million grassroots supporters committed to strengthening the U.S.–Israel relationship — a partnership the Organization views as advancing American national security, democratic values, and long-term strategic interests.
- **Executive-Level Leadership in a Complex Environment:** The General Counsel & Director of Political Operations serves as a member of the Executive Team and trusted advisor to the Board, operating in a sophisticated, high-stakes environment where legal judgment and political strategy intersect daily.

Qualifications

- Juris Doctor from an accredited U.S. law school and strong academic credentials.
- Admission to the D.C. Bar or eligibility to waive in.
- 20+ years of legal experience, with significant exposure to federal election law, campaign finance, nonprofit governance, and complex regulatory environments.
- A litigation background is strongly preferred.
- Demonstrated experience advising or operating within political committees, advocacy organizations, campaigns, trade associations, or similar mission-driven institutions.
- Experience interacting with Boards of Directors and senior executive leadership.
- Proven ability to lead teams and manage outside counsel effectively in dynamic and time-sensitive environments.
- Washington, D.C.-based with the ability to be physically present in the office as required.

Process

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

Deborah Ben-Canaan
Partner and Global Practice Leader
In-House Counsel Recruiting
dbencannan@mlaglobal.com

Allison Rosner
Managing Director
In-House Counsel Recruiting
arosner@mlaglobal.com

Johnny Lam
Search Specialist
In-House Counsel Recruiting
jolam@mlaglobal.com

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

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