



American Board of Medical Specialties

Higher standards. Better care.®

American Board of Medical Specialties
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The American Board of Medical Specialties (ABMS) is seeking a part-time **Assistant General Counsel** (a .80 position or 30 hours per work week).

The Assistant General Counsel supports the Chief Legal Officer and represents the ABMS Legal Department in providing legal advice and work product as well as business and policy advice and work product—to ABMS [an Illinois not for profit corporation and Section 501(c)(6) tax-exempt organization] and its affiliates and subsidiaries. The Legal Department is responsible for a wide range of legal matters, including, but not limited to, antitrust, contracts, corporate, data privacy and sharing, governance, government regulation, grants, employment, information services and technology, intellectual property, legislation, real estate, and tax. Administrative proceedings and litigation are generally referred to outside counsel.

Established in 1933, ABMS is responsible for the creation of standards overseeing physician certification in the United States. Dedicated to improving the quality of care to the patients, families and communities they serve, the [24 ABMS Member Boards](#) develop educational and professional standards and programs of assessment to certify physicians and medical specialists. More than 997,000 physicians and medical specialists are certified by one or more of the ABMS Member Boards in one or more of 38 specialties and 89 subspecialties. For more information about ABMS, [visit abms.org](http://www.abms.org).

Position Responsibilities

- Draft, negotiate, and approve myriad primary agreements with ongoing scopes of work, services agreements, independent contractor agreements, data sharing agreements, hospitality contracts, licenses, memoranda of understanding, non-disclosure agreements, and amendments.
- Provide training to managers and employees on subjects pertinent to their work, such as training on equal employment, anti-discrimination, and anti-harassment policies; leave laws; independent contractors; and wage and hour laws.
- Analyze pending legislation to determine its impact on the ABMS community and physician specialty certification and to evaluate any legal interference with the practice of medicine.
- Manage ABMS' intellectual property portfolio in collaboration with outside counsel and provide necessary specimens in support of trademark applications or renewals.
- Identify and mitigate risk across ABMS through contracts, policies, and training and provide legal and business counsel to all organizational units to reduce potential liability.
- Support the Chief Legal Officer in subsidiary management, including, but not limited to, revising limited liability company agreements, creating presentations, and developing business strategies.
- Ensure federal and state required forms are timely filed for corporate and grant purposes.

Skills and Attributes

- Generates new, varied, and unique ideas and otherwise identifies creative and innovative solutions to conflicts and dilemmas.
- Exercises sound reasoning in researching and analyzing issues, developing recommendations, and employing critical thinking to solve problems.
- Articulates thoughts and legal concepts clearly and effectively to audiences without legal training both verbally and in writing.
- Leverages existing online technologies to complete assignments and organize work products.
- Develops collegial and collaborative relationships with colleagues and members of the ABMS community.
- Exemplifies personal accountability, a strong work ethic, integrity, ethical conduct, and professionalism.

Experience

- Three years practicing as an attorney. (*required*)
- In-house counsel experience. (*preferred*)
- Proficiency drafting and negotiating contracts. (*required*)
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, and Teams). (*Required*)

Education and Licensure (Required)

- Juris Doctor from an accredited law school.
- Valid license to practice law.
- Member in good standing of the applicable state bar.

Salary, Work Hours, and Benefits

ABMS is offering a starting salary between \$75,000 and \$90,000 per year based on relevant experience. This position is part-time with 30 hours of work required per work week. ABMS offers a comprehensive benefit package including three Blue Cross Blue Shield medical plan options; Flexible Medical and Dependent Care Spending Accounts; Health Savings Accounts; dental and vision plans; a retirement plan with a three percent “safe harbor” employer contribution; a discretionary annual bonus; and generous paid vacation and leave programs.

The **Assistant General Counsel** position is a remote position with preference for an attorney based in the greater Chicago or Atlanta metropolitan areas. ABMS employees are currently working remotely, unless they choose to work in the Chicago office. If an employee wishes to visit the office, the employee must be vaccinated against COVID-19. ABMS considers an employee to be vaccinated against COVID-19 if the employee has received the primary vaccine and one booster dose. This policy may be revised at any time.

Closing Date: Resume review and interviews will continue until the position is filled.

How to Apply

Send your resume to Daniel Hoppe, Director, Human Resources.

Apply at [Assistant General Counsel](#).

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities. Duties, responsibilities, and activities may change or be added at any time with or without notice.

All qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, gender identity, sexual orientation, national origin, protected veteran status, disability status, genetic information, or any other protected status.