Diocese of Nashville

https://dioceseofnashville.com/job/director-of-legal-services/

Director of Legal Services

Hiring organization
Diocese of Nashville

Job Location
Nashville, TN

Date posted
April 9, 2026

Valid through
28.11.2026

Interested candidates should submit a resume and application on Paylocity by clicking here.

Description

The Director of Legal Services for the Diocese of Nashville provides comprehensive civil legal counsel and oversight to the Roman Catholic Diocese of Nashville and its related entities, including parishes, schools, and affiliated ministries. This position supports the diocesan mission by ensuring sound legal stewardship, minimizing risk, and promoting lawful, ethical conduct across all levels of diocesan operations.

The Director of Legal Services manages legal matters including contract negotiation, property law, employment issues, civil-canonical coordination, and litigation support. The role requires close collaboration with chancery leadership, diocesan departments, external counsel, and Church Personnel.

Key Responsibilities

Legal Counsel and Contract Administration

- Drafts, reviews, and negotiates contracts, leases, MOUs, and service agreements for diocesan entities, ensuring alignment with civil law, diocesan policy, and canonical obligations.
- Manages contract lifecycle processes, including approvals, renewals, and records retention protocols.

Governance and Compliance

- Supports incorporation, governance documentation, and board operations for diocesan institutions and separately incorporated entities.
- Ensures compliance with state and federal laws affecting tax-exempt status, charitable solicitations, employment, and data/privacy obligations.
- Advises on legal matters with canonical implications in collaboration with the Chancellor and diocesan Canonical Counsel.

Real Estate and Property Law

- Provides legal support for property acquisition, disposition, leasing, and land use.
- Ensures transactions are properly documented and comply with both civil and canonical requirements.

Risk Management and Litigation Support

- Assists with legal incident response, internal investigations, and diocesan risk mitigation efforts in coordination with the Office of Risk Management.
- Serves as internal liaison with external counsel on litigation, insurance claims, subpoenas, and administrative matters.

Policy Development and Training

- Collaborates with chancery offices to develop and update diocesan legal and operational policies.
- Designs and conducts training for diocesan staff, pastors, school leaders,

and ministry heads on legal topics relevant to Church administration.

Legal Support to Parishes, Schools, and Ministries

- Serves as a consultative legal resource to pastors, principals, and administrators regarding a range of civil legal issues including volunteers, intellectual property, transportation, and vendor engagement.

Required Qualifications

Education and Licensure

- Juris Doctor (J.D.) from a law school approved by the Tennessee Board of Law Examiners.
- Active license to practice law in the State of Tennessee.

Professional Experience

- Minimum five (5) years of legal experience, with demonstrated work in areas such as nonprofit law, education, real estate, governance, or employment law.
- Experience working with or advising religious institutions or tax-exempt organizations preferred.

Knowledge, Skills, and Abilities

- Exceptional legal research, drafting, negotiation, and analytical skills.
- Proven ability to manage multiple legal matters with discretion, efficiency, and attention to detail.
- Strong interpersonal skills with ability to collaborate with clergy, lay leadership, and external legal professionals.
- Understanding of canon law and its relationship to civil law is strongly preferred.
- Practicing Catholic in good standing preferred; must demonstrate commitment to the mission and teachings of the Catholic Church.

How to Apply

Interested candidates should submit a resume and application on Paylocity by clicking here.