



FONDATION  
DE LUXEMBOURG

Philanthropy in action

## **LEGAL COUNSEL PRIVATE FOUNDATIONS & LEGACIES**

*The **Fondation de Luxembourg** is a nonprofit European center of expertise and advisory in the field of philanthropy. The Foundation assists European donors in the creation and managing of their charitable foundations hosted under its umbrella.*

*Created by the State of Luxembourg and the Oeuvre Nationale de Secours Grande-Duchesse Charlotte in 2008, the Fondation de Luxembourg's mission is to promote and facilitate private philanthropic engagement.*

We are looking to recruit a **Legal Counsel, Private Foundations & Legacies** who will manage the onboarding of new foundations and oversee legacies, as well as provide support in other legal matters.

### **Your Role**

- Oversee the inheritance process on behalf of the Foundation, including managing relationships with notaries and public authorities, arranging for the liquidation of assets and reporting.
- Ensure the onboarding of new foundations through interactions with founders, preparing foundation contracts and related files including the opening of bank accounts.
- Participate in meetings with individual donors.

- Provide legal and fiscal support for the Foundation including drafting agreements with its counterparts.
- Serve as the GDPR data protection officer.

## **We Offer**

- The chance to participate in an ambitious European initiative in the general interest.
- An exciting and dynamic international environment serving a greater purpose.
- Stimulating and diversified work within a small team involving contacts with different cultures and nationalities.
- A reasonable remuneration according to profile and experience.

## **Your Profile**

- A Master's degree in Law (LL.M.) from a reputable academic institution.
- A few years of relevant work experience, preferably from a public notary office or a law firm.
- Understanding of legal procedures and governance issues.
- High client- and service orientation.
- Solution-driven work approach with a high level of flexibility, pragmatism and personal responsibility.
- Rigorous work ethics, very well organized while also being meticulous and precise.
- Team spirit.
- Fluency in written and oral French (native level) and English, German is an advantage.
- Excellent writing skills.
- Thorough knowledge of the main office tools.
- References.

Candidates interested in the above role are invited to send their application with CV and a recent photograph by email to [recr@fdlux.lu](mailto:recr@fdlux.lu).

*For more detailed information about Fondation de Luxembourg, we invite you to visit our website [www.fdlux.lu](http://www.fdlux.lu).*