



CHIEF LEGAL COUNSEL

Department: Legal

Unit: 5040

Level: 13, Exempt

Supervisor's Title: Chief Executive Officer

Supervises: Deputy Chief Legal Counsel,
Associate Chief Legal Counsel/Litigation,

Manager Administration (Department staff of 15 lawyers within the Transactions, litigation, Real Estate, and general counsel fields and 7 support staff members including paralegals and administrative management)

Purpose: Administers and manages the Legal Department of Massport by developing, implementing and executing an organization-wide legal strategy that safeguards the Authority's interests while enabling innovation and progress through practical, solutions-oriented counsel. This position serves as the principal legal advisor to the Authority in accordance with the Authority's policies, procedures and priorities. The Chief Legal Counsel plays a crucial role in navigating the complex legal landscape, balancing public accountability with operational efficiency.

As a key member of the executive leadership team, the Chief Legal Counsel collaborates closely with the CEO, Executive Administration and Board of Directors as well as our major business line partners in aviation, maritime, capital programs, and real estate, to align legal strategy with organizational priorities, ensure regulatory compliance, and uphold governance best practices—regularly briefing leadership on significant legal and policy matters at the local, state, and federal levels.

ESSENTIAL TASKS OF THE JOB

Corporate Strategy and Legal Management

1. Provides legal guidance and general advice to the Authority's Board of Directors, Board Committees and Executive Director on procedural and substantive legal matters affecting Massport including the Enabling Act, Trust Agreement, general corporate, public law, litigation, bond issuances and employment issues.
2. Advises on the interpretation and application of a wide variety of laws, legal precedents, and regulatory requirements related to aviation, maritime, real estate, and development operations.
3. Issues audit letters related to the Authority's annual financial statements and oversees legal aspects of bond issuances and financial disclosures.
4. Oversees representation of Massport before federal and state courts and administrative agencies.

5. Prepares and presents memoranda and other supporting documents relative to various items before the Board for action/review.
6. Designs, develops, and delivers the organization's legal strategy and services, ensuring compliance, accountability and alignment with operational and strategic objectives through deep functional knowledge.
7. Communicates complex legal and regulatory information with clarity and precision, tailoring guidance and proposed strategies to diverse audiences—including executive leadership, board members, and external stakeholders—to effectively address legal challenges and support organizational goals.
8. Oversees the preparation, negotiation, and review of key legal instruments relating to the Authority's programs, including leases, concession agreements, bid proposals, contracts, conveyances, consulting agreements, permits, and licenses.
9. Upholds and enforces ethical standards, ensuring compliance with all relevant regulations and fostering a culture of integrity within the organization.

Stakeholder and External Relationship Management

1. Represents Massport in industry, regulatory, and professional forums, including federal and state agencies and law enforcement bodies, to advocate for and safeguard the Authority's interests.
2. Cultivates and manages strategic relationships with local, state, and federal stakeholders; provides legal briefings on legislative and regulatory matters; and participates in hearings, meetings, and official proceedings as required.
3. Oversees the engagement and performance of outside counsel to provide specialized legal services to Massport.

Department and Organizational Leadership

1. Provides leadership and direction to employees of the Legal Department, including coaching, mentoring, performance management and operational management.
2. Assigns or delegates responsibility for specific work or functional activities and disseminates policy to supervisory personnel.
3. Gives work directions, resolves problems, manages workloads, and sets deadlines to ensure completion of work.
4. Prepares reports and records on departmental activities for the Board of Directors, including periodic reports on litigation and departmental metrics.
5. Drives organizational planning to improve workflow, optimize staffing, and align department functions with strategic priorities.

Performs other duties as needed.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

J.D. required.

Experience

Minimum of 10 years of legal experience in a public agency, law firm or corporate legal environment with broad exposure to litigation, regulatory, environmental, administrative, real estate and development, labor and employment, and/or municipal or public law

Experience working in a law firm or corporate environment is required.

Excellent leadership, coaching, and mentoring skills with proven success in a complex, multi-stakeholder environment. Extensive knowledge of federal, state and local laws and regulations that relate to the broad business of the Authority is required.

Demonstrated knowledge and skills in legal analysis, document drafting and negotiations are required.

UNIQUE EXPERTISE/CERTIFICATIONS/REGISTRATIONS

1. Membership in Massachusetts Bar.
2. Ability to pass a Massport controlled substances test and security background checks.