

Kathryn (Katie) Thomas

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Education

University of Denver – Sturm College of Law – 2014

- Juris Doctor – Cumulative GPA 3.62
- Corporate and Commercial Law Certificate
- Race to the Bottom Blog (Business Law Blog) – Managing Editor, 2013-14; Contributor, 2012-14
- National Women Law Students' Organization – President, 2012-13 and 2013-14
- Business Law Society – Vice President of Events, 2012-13

University of Denver – Daniels College of Business – 2011

- Master of Business Administration – Cumulative GPA: 3.77

University of Southern California – 2006

- B.A., Psychology with a Business Minor
- Semester abroad in Australia – Spring 2005
- Trojan Marching Band – Member 2002-2006; Squad Leader 2006

Awards

University of Denver – Sturm College of Law

- Order of St. Ives
- Order of the Coif
- Joe and Betty Alpert Endowed Scholarship, 2012-13 and 2013-14
- The James C. Owen, Jr. Endowed Scholarship, 2013-14
- Scholastic Excellence Award for Lawyering Process I

Teaching Experience

- **Adjunct Professor – University of Denver Sturm College of Law – *Fall 2015 – Present***
 - Teach Nonprofit Organizations
 - Developed syllabus and curriculum
 - Teach Corporations
 - Developed syllabus and curriculum
- **Instructional Lead and Adjunct Professor – University of Denver Daniels College of Business – *January 2018 - Present***
 - Developed the curriculum and syllabus for a 10-week online MBA course, Business Law and Public Policy
 - Teach Business Law and Public Policy
 - Manage adjuncts who teach other sections of the course
 - Teach Business Law and Public Policy onsite, MBA
 - Developed syllabus and curriculum
 - Teach Foundations of Business Law onsite, undergraduate
 - Developed syllabus and curriculum
- **Instructor – Colorado Free University – *April 2019***
 - Developed and teach Nonprofit Governance and Legal Issues

Professional Experience

- **Executive Director and Corporate Counsel – Colorado Nonprofit Legal Center – *April 2019 – present***
 - Founded the Colorado Nonprofit Legal Center to provide affordable legal services and governance education to nonprofits operating in Colorado
 - Responsible for all operations
 - Provide legal advice and counsel to clients
 - Provide legal advice and counsel internally to the Colorado Nonprofit Legal Center

- **Corporate Counsel and Senior Director Governance and Board Engagement– National Multiple Sclerosis Society – August 2014 – July 2019**

Completed Projects

- Successfully led the legal aspects of the acquisition of the Society’s 36 independent chapters, including terminating chapter state licenses, updating matching gift profiles, terminating the Society’s group exemption with the IRS, researching and applying for applicable tax exemptions, leading the drafting and revisions of two white papers, drafting and implementing the communication plan, and updating employer identification numbers with various vendors
- Designed a contract storage and management database that allows for easy retrieval of contracts and automatic alerts prior to the expiration of key contracts
- Recorded multiple staff trainings, including Privacy Policy Training, Operations Administrator Training, and Contract Policy Training
- Led an internal investigation of an employee’s improper use of the Society’s FedEx account
- Led the Society’s Payment Card Industry (PCI) Compliance assessment

Ongoing Duties

- Review and negotiate contracts with a focus on sponsorship agreements, commercial co-venture contracts, non-disclosure and confidentiality agreements, contracts with partner healthcare providers, event production contracts, office leases, and agreements affected by PCI compliance
- Conduct legal research and analysis as needed and provide advice that considers the Society’s goals
- Lead the development and/or revision of corporate policies, such as the Contract Policy, Conflict of Interest Policy, and Record Retention Policy
- Directly supervise legal interns
- Directly supervise the paralegal position
- Oversee regulatory compliance for state and local solicitation licenses and business licenses
- Implement board governance processes that maximize board engagement and provide board members with the necessary information and structure to fulfill their fiduciary duties

- **Intern – National Multiple Sclerosis Society – January 2013 – August 2014**

- Assisted the Chief Legal Officer with legal research, drafting documents, and designing and implementing internal policies

- **Civil Litigation Clinic – Fall 2012**

- Represented a client as a student attorney during a permanent protection order hearing and obtained all desired provisions as part of the order
- Successfully conducted negotiations for an eviction action
- Co-authored a CO Supreme Court brief
- Represented a client during an Unemployment Insurance hearing and obtained a favorable outcome

- **Legal Extern – The Boney Law Firm – May 2012 – July 2012**

- Drafted numerous documents including petitions, a contract, a complaint, summonses, motions, and subpoenas
- Researched and wrote memos regarding the parameters of a psychological parent, the procedure for serving legal documents in Mexico, and grandparent visitation rights

Civic Engagement

- **Volunteer Attorney – Rocky Mountain Immigrant Advocacy Network (RMIAN) – August 2017 – Present**

- Successfully negotiated a release from detention for our client based on a humanitarian parole request
- Advocated for our client during his full merits hearing
- Obtained a favorable ruling for our client on the issue of withholding of removal

- **Fundraising – National Multiple Sclerosis Society – January 2013 – Present**

- Organized an annual fundraiser while employed with the Society
- Team Captain for Bike MS: Colorado – 2017
- Participate in and fundraise for Bike MS and Hike MS events annually
 - Past participant in MuckFest MS and Walk/Run MS

- **Board Member – Re:Vision – April 2017 – December 2018**
 - Led the formation and operation of a Governance Committee
 - Educated the full Board regarding fiduciary duties
- **Executive Director – Free Food 4 Families – January 2009 – August 2014**
 - Founder of a non-profit dedicated to providing free food to Denver families in need
 - Performed all marketing, fundraising, purchasing, distribution, and accounting functions

Speaking and Organization Affiliations

Speaking:

Panelist for Colorado Entrepreneur Organization’s event on starting non-profits
 Panelist at the DU Office of Career Development & Opportunities, 1L Orientation Session
 Panelist at the DU Office of Career Development & Opportunities Program, Career Self-Assessment – Finding the Right Fit for Your Career
 Panelist for the Women’s Estate Planning Council
 Panelist at DU, Day in the Life of In-House Counsel
 Panelist at the Nonprofit Audit Legal Clinic

Organizations:

Association of Corporate Counsel – Member since September 2014
 Emerging Leaders Group Committee – Member from Spring 2017 to Spring 2018
 Organized a group mentoring session
 Colorado Women’s Bar Association – Member since Fall 2012
 Membership Committee – Social Subcommittee Leader from June 2016 to December 2017
 Organized the Winter Social and oversaw other events throughout the year