

# 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 – Daniels College of Business**

- Adjunct Faculty Excellence in Teaching for the 2019-2020 academic year
- Professional MBA Program Outstanding Faculty Award – November 2020

### **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**
  - Co-Teach Nonprofit Organizations – *Fall 2015 - Present*
    - Co-Developed syllabus and curriculum
  - Teach Corporations – *Spring 2020 and Spring 2021*
    - Developed syllabus and curriculum
- **Instructional Lead and Adjunct Professor – University of Denver Daniels College of Business**
  - Teach Business Law and Public Policy – *Winter 2018 - Present*
    - Developed the curriculum and syllabus for a 10-week online MBA course
    - Teach the course each quarter
    - Manage adjuncts who teach other sections of the course
  - Teach Business Law and Public Policy onsite, PMBA – *Summer 2018 – Summer 2021*
    - Developed syllabus and curriculum
  - Teach Foundations of Business Law onsite, undergraduate – *Fall 2019 – Spring 2021*
    - Developed syllabus and curriculum
  - Teach Business Law: Principles, Strategy, and Tactics, onsite, MBA – *Winter 2020*
    - Developed syllabus and curriculum
  - Teach Business, Government & Society, onsite, MBA – *Winter 2020*
    - Developed syllabus and curriculum
- **Instructor – Colorado Free University**
  - Developed and teach Nonprofit Governance and Legal Issues – *April 2019 – March 2021*

## **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
  - Work closely with the Board of Directors to ensure the organization is meeting its goals
  
- **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*

  - Reviewed and negotiated 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
  - Conducted legal research and analysis as needed and provided advice that considered the Society’s goals
  - Led the development and/or revision of corporate policies, such as the Contract Policy, Conflict of Interest Policy, and Record Retention Policy
  - Directly supervised legal interns
  - Directly supervised the paralegal position
  - Oversaw regulatory compliance for state and local solicitation licenses and business licenses
  - Implemented board governance processes that maximized board engagement and provided 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**

- **Radio Show Host – KPEO World Community Radio – June 2021 – Present**
  - Develop and deliver content for a weekly two-hour radio talk show: Because She Can
  - Show focuses on women’s empowerment
- **Volunteer Attorney – Rocky Mountain Immigrant Advocacy Network (RMIAN) – August 2017 – February 2019**
  - 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
- Speaker at DOVIA’s Colorado Conference on Volunteerism
- Speaker at 2020 Institute on Advising Nonprofit Organizations in Colorado

### *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