**Sample General Counsel and Chief Compliance Officer Job Description**

Responsibilities:

* Provide strategic legal and regulatory counsel to the firm and its affiliates across all firm operations, including investment, compliance, marketing, HR, IT/cybersecurity, and administration.
* Manage formation and launch of all new fund products
* Manage transactions
* Review and negotiate NDAs, engagements letters, purchase and sale agreements, ISDAs and MRAs, side letters, vendor agreements, leases and other third-party contracts
* Serve as the firm’s primary point of contact for all regulatory matters
* Run, build and manage the compliance program, including all firm policies and procedures as well as trainings and surveillance
* Regulatory filings
* Review all marketing materials
* Develop and manage a firm wide cyber security program and cyber incident response plan
* Building and testing of the business continuity plan
* Participate in due diligence meetings and review all DDQs
* Work closely with operations on internal controls, counter party onboarding, prime broker and custodian relationships