**Legal Analyst (New York, NY)**: Our client, a growing venture capital fund with over $1B in AUM, is eager to bring on a motivated and eager professional to join their legal and operations team.

Key points:

* Firm is actively growing and fundraising
* There is no limit on the opportunity you can gain here across legal, compliance and operations
* Flat reporting structure offering wide internal exposure and opportunity to continue to increase responsibilities
* GC/CCO prides himself on hiring and training employees to be successful and happy in the organization and in their careers
* Organization is environmentally driven and invests in smart energy

Responsibilities:

* Assist with legal contract and document review for current and/or potential portfolio companies, vendors and consultants (Vendor agreements, confidentiality agreements and advisor agreements); maintain and update the firm’s compliance calendar
* Spearhead and assist with strategic firm initiatives including new fund offerings and international expansion of fund operations
* Oversee and manage vendor relationships
* Assist with the firm’s core compliance program specifically: finalizing code of ethics and compliance manual, tracking outside activities and personal trading
* Manage other ad-hoc duties as it relates to finance and operations

Qualifications:

* 1 – 3 years of relevant experience within a similar function at a financial institution; bachelors degree from a reputable university with strong academic pedigree
* Ability to work independently, effectively multi-task and manage deadlines within a fast-paced environment
* Eagerness to learn quickly and takes initiative on new opportunities; superior attention to detail