**SUMMARY**

ABC is one of the longest-standing private venture capital operations in the country. With more than twelve billion dollars under management, ABC has almost a century’s experience of investing in and helping to build innovative, high-growth companies.

ABC is seeking to add an individual to its legal team (currently four lawyers globally) to work with the firm’s investors, portfolio services team and operations group and help coordinate financial, legal, compliance and operational aspects of the firm’s venture capital business.  This is a newly created role for the organization working with deal teams to close new investments and portfolio company transactions as well as the firm’s legal, compliance and accounting teams. Specifically, s/he will

* Manage the logistics and coordination with ABC’s in-house lawyers to facilitate venture financings, mergers, acquisitions, stock sales, escrow releases and other transactions relating to ABC’s portfolio companies.
* Facilitate regulatory compliance matters, including policy creation and management and filings with US and global securities regulators and other agencies.
* Assist with drafting customary contracts, such as confidentiality agreements and stock purchase agreements.
* Evaluate portfolio company actions (e.g. stock splits, stock plan increases, venture debt and document amendments) for approval.
* Develop and maintain legal policies, procedures and forms to enable efficient and effective closing of transactions.
* Act as principal liaison with accounting team on portfolio company transaction matters.
* Oversee ABC’s liability insurance program, monitor portfolio company insurance programs and assist portfolio companies with insurance needs, as necessary.
* Respond to portfolio company information requests regarding fund structure (e.g. know your client requests and questionnaires for securities offerings).
* Develop knowledge sharing tools for legal organization (including managing legal team content in Salesforce relating to portfolio companies and prospects).
* Track status of portfolio company transactions and litigations.

**QUALIFICATIONS**

* Strong communication skills, including the ability to speak clearly and concisely, adapt to different audiences and condense complex ideas into simple messages.
* Strong organizational skills, with a demonstrated ability to handle, prioritize and follow through on numerous projects simultaneously.
* Ability to manage workload independently and prioritize tasks to meet deliverables.
* Prior experience in project management, compliance, and/or a corporate legal department.
* Familiarity with investment adviser regulatory landscape, including securities filings.
* Multiple profiles to be considered for this unique role including experienced paralegals, compliance professionals and junior attorneys.