

# INVESTURE, LLC

## ASSOCIATE COUNSEL

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### The Company

Based in Charlottesville, Virginia, Investure was founded in 2003 and serves as the outsourced investment office for a small consortium of endowments and private foundations. Managing assets of approximately \$12 billion on behalf of 15 client relationships, Investure is responsible for asset allocation, portfolio reporting, and investment/manager selection across a broad range of asset classes, including credit, equities, and alternative investments (hedge funds and private equity).

### Job Description

This professional will be a core member of Investure's Legal Team. He or she will interact daily with employees and partners of the firm but will report directly to the General Counsel. The incumbent must demonstrate a high level of professional maturity and judgment and be able to develop strong internal and external relationships. The successful candidate must be a self-starter who demonstrates discretion necessary to lead conversations that impact the day-to-day operations of the organization.

### Essential Functions

- In partnership with the General Counsel and a legal analyst/paralegal, draft, review, negotiate, and/or complete documentation for investments, including fund agreements, subscription agreements and related questionnaires, side letters, confidentiality agreements, and anti-money laundering requests
- Review and edit a variety of client reporting and communications for legal and compliance considerations, including presentation materials, quarterly letters, and memos on investment decisions
- Maintain governance books and records for the management company and general partner entities, including drafting resolutions, consents and waivers
- Maintain and update subscription agreements and questionnaire templates for Investure's private investment funds
- Review and audit meeting minutes for various internal committees
- Support the internal pre-close process for a variety of investments
- Assist with the review and negotiation of contracts with service providers
- Manage and supervise external legal counsel, as necessary
- Monitor and stay current on SEC rules and guidance as well as other regulatory requirements applicable to investment advisers and private investment funds; analyze applicability to the firm, its private funds and its clients; ensure all relevant internal parties are promptly and effectively advised of new or changing laws and best practice
- Serve as an advisor to staff members who manage and prepare regulatory filings; assist as needed with regulatory examinations and audits

### Education, Experience & Skills

- Bachelor's degree and JD from a nationally-recognized law school required
- Ideally, 3-4 years' experience as an attorney at a law firm with a focus on: fund formation for private equity and/or hedge fund managers; fund document review representing investors; drafting and reviewing offering materials and similar marketing materials for private offerings; drafting and reviewing a variety of common corporate documents; familiarity with the Investment Advisers Act of 1940, the Dodd-Frank Act, and federal securities laws; experience working with tax exempt entities a plus
- Strict attention to detail combined with excellent prioritization and organization skills; ability to juggle multiple tasks and competing deadlines
- Strong process orientation and a "continuous improvement" mindset
- A business and solution-oriented approach to interacting and working with others
- Excellent written and oral communication skills, including the ability to stand your ground while remaining flexible and communicate complex concepts in an understandable way
- Ability to take initiative and work well as a member of a team
- Willingness to roll up sleeves to perform any and all responsibilities needed to ensure success

- Demonstrated professional judgment and ability to issue-spot and analyze legal and compliance issues, conflicts and ethical issues
- Ability to handle confidential and sensitive information with a high degree of professionalism

### Guiding Principles

- **Integrity:** Demonstrates unquestioned ethics and credibility. Strives to exemplify the highest ethical standards in both work and personal lives
- **Excellence:** Has exceptional work ethic. Works both hard and smart. Demonstrates continuous self-evaluation of successes and failures
- **Service:** Puts others first. Illustrates mission-driven outlook and approach
- **Stewardship:** Puts long-term interests above short-term goals. Focuses on the greater good
- **People:** Demonstrates passion and excellent judgment. Treats others with respect, helps when and how needed, and is respectful of the needs of others
- **Teamwork:** Takes a collaborative and selfless approach. Operates under the “Golden Rule”
- **Humility:** Comfortable with being wrong. Seeks to learn from mistakes. Willing to do anything necessary to get the job done. Treats all as equals

### Position Based Competencies

- **Accuracy:** Identifies and corrects mistakes; does not repeat past mistakes; demonstrates attention to detail
- **Team Orientation:** Comfortable taking direction or taking the lead; receptive to feedback
- **Process Management:** Ability to train, review and provide feedback on established competencies and tasks
- **Communication:** Demonstrates excellent written and verbal skills; clear, concise and appropriately persuasive
- **Planning:** Highly organized; can attend to a broader range of activities simultaneously; works autonomously with little direction required
- **Adaptability:** Self-directed learner; embraces and manages change
- **Relationship Management:** Ability to manage professional relationships with ease and finesse
- **Expertise:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; provides depth and expertise in focus area

To apply for this position, interested parties should provide a cover letter and resume to [careers@investure.com](mailto:careers@investure.com)