

INVESTURE, LLC

DEPUTY GENERAL COUNSEL & CHIEF COMPLIANCE OFFICER

The Company

Based in Charlottesville, Virginia, Investure was founded in 2003 and serves as the outsourced investment office for a select number 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). Investure is a registered investment adviser.

Job Description

This professional will be an integral member of Investure's Legal & Compliance Team with a wide variety of work and independent responsibilities. He or she will interact daily with employees and partners of the firm but will report directly to the General Counsel. This is an opportunity that offers formal long term growth, as well as to serve as a firm leader. 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 and regulatory functions of the organization.

Essential Functions

In partnership with the General Counsel and a legal/compliance analyst:

- Manage and implement the firm's compliance with the Adviser's Act of 1940 and related compliance best practices with support of outside compliance firm; conduct compliance and marketing reviews of all outgoing client materials, including presentation materials, quarterly letters, performance, and related reporting; train other employees on legal and compliance issues
- Draft, review and/or negotiate documentation for investments in hedge funds, private equity funds and direct investments, including fund agreements, subscription agreements and related questionnaires, confidentiality agreements, account documentation with brokers and financial counterparties, and anti-money laundering requests
- Review and negotiate a wide variety of contracts with service providers and financial counterparties
- Monitor and stay current on SEC rules and guidance as well as other regulatory requirements applicable to registered investment advisers and private investment funds; analyze applicability to the firm, its private funds and its clients
- Advise and oversee the preparation of a variety of regulatory filings, including SEC filings and TIC filings; help prepare and lead regulatory examinations and audits
- Maintain and update governing documents and subscription materials for Investure's private investment funds
- Serve as a member of the firm's Valuation and Best Execution Committees
- Manage and supervise external legal counsel, as needed

Education, Experience & Skills

- Bachelor's degree and JD from a nationally-recognized law school required
- At least 6+ years' legal experience, preferably as an attorney at a law firm in combination with in-house experience at an asset management or private investment firm. Relevant experience would include: fund formation for private equity and/or hedge fund managers; fund review work representing investors; drafting and reviewing offering materials and similar marketing materials for private offerings; drafting and reviewing a variety of common corporate contracts; and 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 lead cross-functional teams as well 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:** Creative and innovative thinker who can simplify and improve complex procedures
- **Communication:** Excellent interpersonal skills; professional and diplomatic demeanor
- **Planning:** Can orchestrate multiple activities at once to accomplish a goal; accurately scopes tasks and projects
- **Adaptability:** Self-directed learner; effectively and positively embraces and manages change
- **Relationship Management:** Negotiates skillfully in tough situations with both internal and external groups; ability to establish strong rapport across all levels
- **Expertise:** Has experience and knowledge to oversee a function with a high level of accomplishment; able to successfully direct and guide department efforts
- **Problem Solving:** Strong analytical skills; Seeks input and builds consensus to drive team to desired solution
- **Judgment:** Demonstrates good decision-making based upon a mixture of analysis, wisdom and experience; considers organizational impact
- **Servant Leadership:** Serves other first, then aspires to lead; develops colleagues, coaches and unleashes the energy and intelligence of others
- **Partnership Mindset:** Defines success in terms of the whole team, treats each other as partners and encourages collaboration and openness

To apply for this position, interested parties should provide a cover letter and resume to Melissa Gardiner, Director of Human Resources & Administrations (mgardiner@investure.com).