

AVP, Sr. Counsel – Funds Management

The Role

Provide legal advice and support to the Lincoln Financial Group business segments, including SEC-registered investment adviser, that are responsible for providing investment management services to proprietary mutual funds and separate accounts. Provide significant and pro-active legal support, legal project management and sophisticated guidance regarding the proprietary mutual funds, including advice regarding fund operations and fund board matters. Focus is primarily on the requirements of the Investment Company Act of 1940, the Investment Advisers Act of 1940 and other related laws and regulations.

Responsibilities

- Provide legal advice and support on:
 - the ongoing operation of Lincoln Financial Group's proprietary mutual funds and the advisory and administrative services LFG affiliates provide to the funds
 - fund registration statements, annual and other regulatory reports, filings and certifications
 - fund board matters and materials, including procedural and other requirements for board meetings
 - ongoing operation of SEC-registered investment adviser
 - adviser board meeting materials
 - fund and adviser policies and procedures and other support on fund and adviser compliance matters
 - new fund development and compliance
 - strategic initiatives of Funds Management and related business lines/products
- Draft, negotiate and interpret:
 - Service agreements, consulting agreements, confidentiality agreements, vendor contracts for services supporting the advisor and the mutual fund complex
 - Fund participation agreements, shareholder servicing agreements and distribution-related contracts, including those with broker-dealers, retirement plan administrators and other intermediaries.
 - Exemptive orders and no-action letters
 - Futures agreements, trading services agreements and other agreements related to portfolio securities and trading matters
- Advise fund complex and adviser or new laws, changes/developments in the laws and other industry developments (legislative, regulatory, case law) and assist Funds Management Legal and Compliance group, and Lincoln, with key regulatory compliance and other related initiatives
- Assist in all regulatory examinations of fund complex and adviser and provide related support for other Lincoln regulatory examinations
- Assist in managing outside fund counsel support relating to essential job duties and responsibilities

Requirements

Education

- Law Degree from an ABA-accredited law school.
- Licensed in good standing to practice law

Experience

- Minimum of 10 years' experience counseling investment companies and SEC-registered investment advisers, including project management and significant contract negotiation experience
- Broad experience with large, diverse and complex financial institutions and experience at top-tier law firm strongly preferred

- Expert knowledge of the Investment Company Act of 1940 and the Investment Advisers Act of 1940, the Securities Act of 1933 and other related laws and regulations
- Demonstrated ability to work efficiently and effectively with legal and compliance team members and with business leaders at multiple levels of organization
- Sophisticated understanding of investment concepts, knowledge of key industry trends and excellent business acumen
- Has superior oral and written communication skills and legal project management skills.
- Ability to efficiently read and interpret legal documents such as policies, contracts, and prospectuses.
- Ability to efficiently read and interpret statutes, regulations and other legal authorities.
- Ability to effectively present information and respond to questions from diverse audiences including investment adviser, affiliated and unaffiliated service providers, senior leadership and other stakeholders
- Ability to apply applicable law to and draw appropriate conclusions from established facts.
- Ability to manage projects, create and execute on timetables and collect and managed feedback from diverse groups of legal and business colleagues
- Ability to gauge the level of detail appropriate for different audiences
- Ability to gather facts from various sources and take initiative to get information that is not provided
- Subscribes to and demonstrates actions consistent with trusted advisor/strategic partner/collaborative operating model
- Possesses and demonstrates qualities such as integrity, professionalism, leadership, judgment, initiative, follow-through, strong work ethic, reliability, strategic thinking, ability to execute flawlessly, ability to work independently, project management skills, relationship skills, team player and respectful of others
- Ability to understand strategic vision of Chief Counsel and business leaders and to align actions and execute accordingly
- Has a keen awareness of the regulatory environment and industry “best practices” and brings a proactive and flexible approach to the position
- Computer skills:
- Microsoft Office Suite (Word, Excel, PowerPoint & Outlook)
- Work and be proficient with e-mail systems
- Successfully completes regulatory and job training requirements
- Ability to perform under stress in cases of emergency, critical or hazardous situations