

# Lead Corporate Counsel

(Menlo Park, CA)

Facebook's mission is to give people the power to share, and make the world more open and connected. Through our growing family of apps and services, we're building a different kind of company that helps billions of people around the world connect and share what matters most to them. Whether we're creating new products or helping a small business expand its reach, people at Facebook are builders at heart. Our global teams are constantly iterating, solving problems, and working together to make the world more open and accessible. Connecting the world takes every one of us—and we're just getting started.

Facebook is seeking a talented Lead Counsel to join the Legal department's corporate team. You must have the ability to operate independently in a fast-paced environment and work proactively with various teams across the organization, including Finance, Corporate Development, Human Resources and Corporate Communications. This is a full-time position based in Menlo Park and will report to the Deputy General Counsel, Corporate/Securities/M&A.

## Responsibilities

- Prepare SEC and other corporate regulatory filings, with emphasis on '34 Act compliance, including reports on Forms 10-K/Q, proxy statements and oversight of Section 16 reports.
- Participate in preparation of quarterly earnings release materials and advise on securities law compliance and disclosure matters.
- Assist in capital market and related financial transactions as needed, including securities offerings, debt transactions, credit facilities, and share buybacks.
- Assist in corporate governance matters, including oversight of corporate policies and preparation of board and committee materials.
- Provide support on major M&A transactions, including coordination of due diligence and integration. Serve as lead counsel in routine M&A transactions as needed.
- Coordinate with and manage outside domestic and international corporate counsel.
- Work extended hours when necessary to complete projects in a timely fashion.

## Minimum Qualifications

- J.D. degree and membership in at least one state bar
- 5+ years of relevant legal experience
- Corporate and transactional experience with public companies. Emphasis on SEC and regulatory compliance, capital markets transactions, M&A, and corporate governance.
- Experience leveraging organizational skills and strategic thinking, and experience working with cross-functional teams.

## Preferred Qualifications

- In-house experience
- Cross-border and international experience