

Role Description

Job Title: Vice President, Counsel & Compliance Officer

Department: Legal & Compliance

Position Reports to: Senior Counsel

Direct Reports: N/A, but frequent collaboration with paralegal, compliance professionals, and Team Admin

Interacts more often with: AEW Legal & Compliance team, Investor Relations, Portfolio Managers, Fund Ops, Clients, Outside Advisors (counsel, tax, etc.).

Main Purpose of the Role:

The Counsel & Compliance Officer role will support all aspects of in-house legal duties. Key responsibilities involve supporting the company's private equity and institutional investment platform, including the regulatory requirements of our SEC-regulated US investment adviser and globally regulated subsidiaries.

Key Responsibilities

- Provide legal advice with respect to formation, structuring and operations of U.S. and offshore private equity funds and separate accounts.
- Draft and negotiate private fund organizational documents and offering memorandums.
- Manage internal corporate governance deliverables such as legal entity tracking, maintenance of corporate books and records, and monitoring of regulatory compliance.
- Draft and negotiate additional investment documents including: joint venture operating agreements, limited partnership agreements, limited liability company agreements, subscription agreements, investment management agreements, separately managed account agreements and side letters (including negotiations with sovereign wealth funds, state pension plans, banks and governmental investment entities, and other institutional investors).
- Negotiate and draft distribution agreements, confidentiality agreements, credit facilities, and vendor agreements.
- Support compliance matters relating to products and AEW's business generally (e.g. Investment Advisers Act of 1940; Bank Holding Company Act; CFTC; ex-US product and investment manager licensing regimes; etc.).
- Act as a business partner and demonstrate expert and practical commercial understanding.

Skills & Competencies

- J.D. with major law firm experience
- Experience in private equity fund formation
- Real estate transactional experience is a plus
- Ability to work independently, but knows when to seek input from Team
- Ability to multi-task to keep various initiatives moving forward
- Analytical thinking and good judgement
- Ability and willingness to learn new subject matter
- Attention to detail