

Associate Director, Global Investment Legal Services – Attorney

Position Overview:

MIT Investment Management Company (MITIMCo) is the department within MIT which currently manages over \$30 billion in assets for the Institute’s endowment, retirement plan and other pools of capital. We are seeking an Attorney to join our Global Investment Legal Services team (“GIS Legal”) as an Associate Director, with an emphasis on negotiating and overseeing our trading agreements. This individual will work closely and collaboratively with GIS Legal and other teams including, but not limited to, the Global Investment Staff (“GIS”), Investment Operations and Financial Reporting and Operational Risk (“FROR”), to provide MITIMCo with first class legal support and advice. MIT invests around the world and is subject to multiple layers of financial compliance and regulatory frameworks. This individual will concentrate on programs that support MITIMCO’s investment decisions, on implementing legal advice and strategies that facilitate MITIMCO’s operations, and on policies and procedures that enhance MITIMCO’s operational efficiency and support the mission of MIT.

Principal Duties and Responsibilities (Essential Functions):**

- Champion the legal review, negotiation and execution of agreements with trading counterparties (such as prime broker agreements, ISDAs and collateral agreements) and associated service providers (such as custodians and administrators), liaise with internal stakeholders and clients regarding contract terms, strategic enhancements, trading-related responsibilities, approvals and queries related to such agreements and ensure compliance with the legal terms contained therein.
- Champion the legal assessment and implementation of MIT’s trading needs, in close collaboration with Investment Operations and FROR.
- Work closely with the relevant GIS “champion” to lead the legal review for hedge fund investments, primary investments, co-investments and other investments including: advising on legal and market terms at the early negotiating term sheet stage, reviewing offering materials such as private placement memorandums, preparing detailed comment memos with key business points and legal/due diligence inquiries, negotiating such points with manager’s counsel, and balancing the dual goals of promoting the best interests of MIT while developing a collaborative, partnership dynamic with the manager and, if available, its operations team. Extra care, attention, support and relationship building is required for MIT’s investments in emerging managers, including sourcing and maintaining relationships with MIT recommended third-party service providers.
- Identify issues and consult with MIT’s external tax, ERISA and derivatives counsel as needed for various projects to resolve unique, complex or critical legal matters.
- Research various legal and compliance issues, particularly related to banking and securities regulation and the derivatives industry. Present relevant findings/practical impacts to GIS and Operations Teams and collaborate with such teams on the creation and implementation of any necessary compliance enhancements.
- Work with FROR to lead the legal review of operational due diligence for critical vendors.
- Serve as a key contributing member of MITIMCo’s investment implementation committee and any sub-

committees relating to regulatory requirements or other needs as they arise. Regular contributing attendee at select GIS and Investment Committee meetings.

- Identify and implement process efficiencies and training opportunities across the GIS Legal team.
- Maintain & update key terms and other documentation templates, manage record-keeping and document databases for all contracts under the attorney's purview and ensure relevant reports, policies and procedures are regularly reviewed and updated.

Supervision Received:

- Reporting to Director, Global Investment Legal Services.

Supervision Exercised:

- Supervise and mentor Senior Legal Analyst and Legal Team Administrator on various projects.

Qualifications & Skills:

- At least seven years of experience at a law firm and/or in house with deep expertise in negotiating investment trading agreements required, and experience in hedge fund investments preferred. Experience at an asset management firm or investment office of a university or other nonprofit is highly desired.
- Juris Doctorate degree with demonstrated history of excellence
- Admission to the Massachusetts Bar.
- Advanced problem-solving skill to resolve ambiguous, complex, and multi- variable problems.
- Excellent oral and written communication skills.
- Ability to organize and manage multiple projects and prioritize competing needs of the office.
- Strong Microsoft Office skills, keen judgement, intelligence, initiative, attention to detail, resourcefulness, and diplomacy.

How do you apply?

Apply through MITIMCo's website via [this link](#). Cover letter and resume are required.

Please note that MIT does not provide visa sponsorship for technical, administrative, or library full-time or part-time regular positions. Additionally, MIT does not provide visa sponsorship to recent graduates and practicing professionals for internship training, practical experience, or other non-teaching, non-research affiliations.