

IAA POSITION: Associate or Assistant General Counsel

Interested candidates should send a cover letter and résumé to hr@investmentadviser.org.

The IAA is an equal opportunity employer.

OVERVIEW

About the IAA: The Investment Adviser Association is the leading organization dedicated to advancing the interests of investment adviser firms. For more than 80 years, the IAA has been advocating for advisers before Congress and U.S. and global regulators, promoting best practices, and providing education and resources to empower advisers to effectively serve their clients, the capital markets, and the U.S. economy. The IAA's more than 600 SEC-registered member firms reflect the broad investment adviser industry and range from many of the world's largest asset managers to smaller and medium-sized firms that reflect the core of the profession. The IAA's member firms manage more than \$25 trillion in assets for a wide variety of individual and institutional clients, including pension plans, trusts, mutual funds, private funds, endowments, foundations, and corporations, both in the U.S. and globally.

Position Summary: Associate or Assistant General Counsel, depending on experience. This attorney will engage in advocacy regarding federal, state, and international laws and regulations affecting SEC-registered investment advisers; develop and update materials to assist members in understanding and complying with regulatory requirements; educate members regarding the legal, compliance, and regulatory landscape, including through member committee involvement, publications, and conferences, webinars, and other speaking opportunities; and analyze corporate and other legal matters affecting the association. This attorney will also be responsible for ERISA and retirement issues affecting investment advisers, and issues related to proxy voting and ESG (Environmental, Social, and Governance) investing. This attorney will report to the IAA's General Counsel.

Qualifications: At least eight years of legal experience providing substantive advice or developing policy regarding the federal securities laws and regulations that apply to SEC-registered investment advisers, particularly the Investment Advisers Act. Knowledge of ERISA preferred, but must be willing to learn about ERISA's application to investment advisers. In-house legal and/or compliance experience at an SEC-registered investment adviser is a plus. Candidate must have excellent oral and written communication skills and enjoy working collaboratively.

Travel: Up to 12 days a year, all domestic and pre-scheduled.

Location and Work Arrangements: Office located in downtown Washington, DC. Hybrid work arrangements that allow for remote work are available. Fully-remote work arrangement may be considered for an exceptional candidate. No relocation assistance available.

Compensation: A competitive nonprofit salary and discretionary bonus are offered, along with a generous employer contribution to a deferred savings plan, and a competitive benefits package.

JOB RESPONSIBILITIES:

- Engage in written and oral advocacy with respect to federal, state, and international laws and regulations affecting SEC-registered investment advisers.
- Primary responsibility for ERISA, proxy voting, and ESG issues.
- Develop and update compliance materials to assist members in understanding and complying with relevant laws and regulations.
- Communicate with members on legal, regulatory, and compliance information and developments, both individually and through written publications.
- Organize and participate in educational events, including conferences and webinars.
- Work with member committees and working groups.
- Analyze corporate and other legal matters affecting the association.
- Assist in other projects as the need arises.

TECHNICAL SKILLS AND QUALIFICATIONS:

- Admitted to at least one bar and in good standing.
- At least eight years of legal experience.
- Significant substantive expertise in federal securities laws and regulations that apply to investment advisers, particularly the Investment Advisers Act.
- Experience with ERISA and retirement issues preferred.
- In-house legal and/or compliance experience at an SEC-registered investment adviser is a plus.
- Excellent written, oral, and presentation skills.

INTERPERSONAL SKILLS AND QUALITIES:

- Able to multi-task and work collaboratively in a small office.
- Able to work on issues proactively, independently, and effectively.
- Able to build consensus in large group contexts.
- Has high-energy, strong work ethic, and motivation.
- Possesses a positive, “can-do” attitude.
- Is a creative thinker and problem-solver.
- Maintains professional rapport with all members of the IAA staff and external contacts.
- Has strong ethical standards and good judgment.
- Has strong desire to serve needs of IAA members.
- Is able to thrive in a nonprofit environment with limited resources.