Legal and Compliance Specialist for UNC Management Company

Company and Position Description:

UNC Management Company (UNCMC) is a professionally staffed asset management firm providing investment services to The University of North Carolina at Chapel Hill and other schools in the UNC System. UNCMC’s total assets under management are approximately $3.4 billion and investment activities are managed by both the Public and Private Investments Teams under the supervision of the Chief Investment Officer (CIO). The Public Team is responsible for managing allocations to domestic and international public equity and fixed income, hedge funds, and commodities. The Private Team is responsible for managing allocations to private equity, energy & natural resources, real estate, and fixed income.

The Legal and Compliance Specialist is a key position with UNC Management Company (UNCMC) as it serves as a pivotal position in facilitating the investments made by the Fund(s) managed by UNCMC. The Legal and Compliance Specialist is responsible for providing support for legal contract management and corporate governance, and is accountable for meeting deadlines and effectively executing work product under significant deadline pressure.

Responsibilities:

- Review and analyze investment manager documents and recommend appropriate course of action
- Populate data into template legal documents and submit
- Liaise with external legal counsel and internal staff cross-functionally
- Organize and ensure fully executed contracts are received and complete versions are maintained
- Identify and extract legal information from documents into CRM database
- Prepare and maintain weekly status reports for investment pipeline
- Liaise with Investment Operations
- Prepare new member subscription package and execute due diligence process
- Collaborate with Director on review and analysis of governance documents and updates
- Write the summary of board investment portions of Board meeting presentations
- Prepare and submit regulatory filings with appropriate state or federal agency
- Conduct annual member Certificate of Authority validation process
**Qualifications:**

Candidates must possess an exceptional collegiate academic record (Bachelors degree in paralegal studies or business-related field preferred), excellent computer skills (Advanced Excel, Word, PowerPoint, etc.), and effective oral and written communication skills.

Candidates must also have strong organizational skills, ability to manage deadlines and multi-task and be an effective problem solver and critical thinker. Strong project management skills are required. Equally important are the ability to thrive in a team-oriented environment while also working independently, a keen attention to detail, sound judgment, and personal and professional integrity.

Typically requires 5-7 years work experience with at least 3 years working in a legal and/or financial environment. Contracts administration experience preferred.

**Contact:**

Please email your cover letter and resume to employment@uncmc.unc.edu. Write “Legal and Compliance Specialist” in the subject line of your email.