

# Role Profile: Vice President, Funds Legal Counsel

<b>Functional Title:</b> Funds Legal Counsel	<b>Rank:</b> Vice President
<b>Department:</b> Legal and Compliance	<b>Reporting to:</b> Global Head of Funds - Legal
<b>Location:</b> London	<b>Employment Type:</b> Permanent
<b>About Capital Dynamics:</b>	
<p>Capital Dynamics is an independent global asset management firm focusing on private assets, including private equity (primaries, secondaries co-investments), private credit, and clean energy. Created in 1988, the Firm has extensive knowledge and experience developing solutions tailored to meet the exacting needs of a diverse and global client base of institutional and private wealth investors.</p> <p>As of Q4 2021, Capital Dynamics oversees more than USD 13 billion in assets under management and advisement, and employs approximately 160 professionals globally across 14 offices in Europe, the Middle East, North America, and Asia. Capital Dynamics is a recognized industry leader in responsible investing, receiving the highest marks from the UNPRI for its Strategy &amp; Corporate Governance, and investment strategies. For more information, please visit: <a href="http://www.capdyn.com">www.capdyn.com</a></p>	
<b>Department Overview:</b>	
<p>The Capital Dynamics Legal &amp; Compliance team manages all legal, regulatory and compliance issues relating to the Capital Dynamics group and its funds. The team consists of a global team of lawyers and compliance officers who act as the primary contact for internal and external stakeholders in respect of corporate and product related legal and compliance matters.</p>	
<b>Role Purpose:</b>	
<p>Coordinate the legal structuring, documentation and life cycle of Capital Dynamics' private equity funds, ensure ongoing compliance of fund structures with applicable law and act as the primary contact for internal and external stakeholders in respect of fund related legal matters. In addition, strengthen the legal team by assisting in other aspects of the legal department.</p>	
<b>Tasks and Responsibilities:</b>	
<p>To succeed in this role, you will:</p> <ul style="list-style-type: none"> <li>• Manage and coordinate all legal aspects relating to the development, establishment and running of Capital Dynamics' UK, US, Cayman and Luxembourg closed ended private equity funds, and act as sparring partner to the business in respect of fund structuring matters</li> <li>• Coordinate the drafting of legal documents such as private placement memoranda, subscription documents and partnership agreements, and be the primary interface between business and external counsel</li> <li>• Together with Compliance, develop proper controls, policies and procedures to ensure Capital Dynamics and its funds comply with internal and external legal and regulatory requirements</li> <li>• Liaise with, and establish, monitor and maintain relationships with, law firms and third party service providers</li> <li>• Assist with legal questions arising from investments in private equity funds, including tax and regulatory issues</li> <li>• Be part of the legal team and support the Legal Heads and General Counsel in respect of legal matters generally</li> </ul>	

**This description is for guidance purposes only. You may be required to fulfil additional roles and perform additional duties as required from time to time.**

#### **Skills, Education & Qualifications:**

To succeed in this role, you should have:

- UK or US legal qualification
- 3 - 4 years PQE currently in a private funds group at a law firm
- International experience a plus

#### Language

- English (fluent – oral and written)]
- European language skills such as German, Italian, Spanish and French are desirable but not essential

#### **Competencies (apart from being a team player, high energy level, self-starter, quick grasp, etc):**

You will have...

- Working knowledge of private equity fund structuring, fund operation and fund closing matters, ideally in respect of both UK and US funds; experience with Luxembourg fund structures is a plus
- Organizational ability, solution oriented/problem solver
- Willingness to respond to requests on a tight timeline
- Good representation and presentation skills

You will be...

- Commercial, pragmatic but also diligent and precise
- Competent in an international environment
- Committed to high quality and service orientation
- Proactive in managing workloads and addressing potential issues
- Capable of communicating clearly and effectively, both internally with other departments, and externally with clients, investors and fund managers, both orally and in writing

#### **Diversity and Inclusion:**

Capital Dynamics is an Equal Opportunity Employer, and is committed to creating a global diverse workforce. We are a global company with 24 nationalities represented across our staff in 14 offices, spanning North America, Europe, the Middle East and Asia. We believe diversity and inclusion (“D&I”) is key to being better at what we do and our initiatives are designed to attract, develop, and advance talented individuals, regardless of race, sexual orientation, religion, age, gender, disability status or any other dimension of diversity. We welcome and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join Capital Dynamics.