

Role Profile: Legal Counsel - Corporate

Functional Title: Vice President, Legal Counsel	Rank: Vice President
Department: Legal & Compliance	Reporting to: General Counsel
Location: Zug	Employment Type: Permanent
About Capital Dynamics:	
<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. 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 & Corporate Governance, and investment strategies. For more information, please visit: www.capdyn.com</p>	
Department Overview:	
<p>Legal & Compliance: Capital Dynamics' Legal & 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 professionals who act as the primary contact for internal and external stakeholders in respect of corporate and product related legal and compliance matters.</p>	
Role Purpose:	
<p>Capital Dynamics is seeking a bright, articulate and experienced lawyer to join Capital Dynamics' corporate legal team based in Zug, Switzerland. The purpose of the role is to work closely with the General Counsel in all aspects of legal matters arising in an internationally operating asset management company.</p>	
Tasks and Responsibilities:	
<p>In this role, you will:</p> <ul style="list-style-type: none"> • Manage Swiss corporate and regulatory requirements and assist with UK, US, German and Luxembourg corporate and regulatory matters • Assist with the development and maintenance of corporate governance and contract management processes and databases and AML/KYC matters • Coordinate board, committee and shareholder meetings and draft minutes • Handle the firm's global trademark portfolio and liaise with, instruct and coordinate external trademark counsel • Assist with the firm's compliance with GDPR and other relevant data protection/privacy legislation worldwide • Support fund registration and distribution related matters • Deal with legal questions relating to private equity funds and separate accounts • Support the business with the execution of transaction documents and the closing of corporate and financing transactions • Be part of the global legal and compliance team and support the General Counsel in respect of legal and administrative matters generally • Coordinate and manage external counsel 	

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 will have:

- You must be a fully qualified lawyer in the EU, Switzerland or UK with 4-7 years' experience either in-house or in private practice, preferably in private funds or asset management, but experience in financial services generally will also be considered
- Professional fluency in English and German (additional languages such as Italian or French are a plus)
- Excellent verbal and written communication skills, strong drafting skills and attention to detail
- The ability to work efficiently, diligently and independently in an international environment, including the ability to manage a number of projects concurrently
- A proactive approach and the ability to work independently and 'hands-on'; strong problem-solving, coordination and teamwork skills

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.