

Corporate Governance Attorney – Senior Counsel

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DESCRIPTION

Law & Regulation Corporate Governance Group – Supports the Board of Directors and advises on federal securities law compliance, SEC reporting, treasury and corporate governance matters, investor/ shareholder relations, insider trading and corporate structure.

The Senior Counsel will be an experienced attorney in the Corporate Governance Group reporting to the Vice President, Corporate Governance and Securities. The Senior Counsel position:

- provides legal advice on behalf of the Corporate Governance Group;
- collaborates and aligns on strategy, action planning, and communications with client, business units, and other areas of Law & Regulation;
- proactively counsels clients on emerging legal issues and risk as well as strategic initiatives;
- serves on project teams to provide legal advice, including providing ad hoc assistance on special projects;
- drafts and reviews communications, board and committee materials, SEC filings (including annual, quarterly and periodic reports), equity and debt offerings, credit agreements, and share repurchase documentation;
- manages complex and sensitive projects and provides coordination and collaboration between Law & Regulation and business partners; and
- conducts research, substantive drafting, reviewing, advising, and negotiating for more complex matters.

Regulatory Compliance

- Perform research for '34 Act reporting and insider trading
 - Evaluate disclosures for compliance with securities laws and regulations
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- Draft and review '34 Act forms, including Forms 10-K/Q, Forms 11-K, Forms 8-K, and Forms S-1, S-3, and S-8, as applicable

Treasury Support

- Prepare and review documentation related to credit agreements and equity and debt offerings
- Evaluate compliance in connection with dividends, share repurchases and other Treasury matters

People Leadership

- Create a productive and supportive work environment of highly engaged employees
- Manage staff and effectively use performance management to improve and/or reward employee performance

Legal Advice and Counseling

- Leverage extensive knowledge to monitor and review new laws, regulations, and case law; identify and summarize relevant issues; Collaborate with other areas of Law & Regulation department; Proactively provide advice, and work through employees to provide advice, and counsel to business unit on the impact of new laws on business

QUALIFICATIONS

Proven ability in the following areas: legal knowledge, business knowledge, issue management, analytical skills, influencing others, coaching and development, self-development and productivity

- Possesses a juris doctorate and a license to practice law in Illinois
- Up to 10 years related experience
- Significant experience in Securities Law Compliance and Treasury support for a public company is required

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