



Assistant General Counsel Boston, MA

About Social Finance

Social Finance is a 501(c)(3) nonprofit organization dedicated to mobilizing capital to drive social progress. We bring uncommon partners together around a common purpose: to measurably improve the lives of those in need. Through a set of outcomes-based financing strategies called Pay for Success, we work to disrupt the status quo, shifting mindsets to align resources with impact. Throughout our work we strive to uphold our commitment to our values – people, performance, integrity, and collaboration – and to principles of [diversity, equity and inclusion \(DEI\)](#).

Our services (social investment, advisory and field building) are grounded in the core principles of Pay for Success: clearly-defined outcomes, data-driven decision making, cross-sector partnership, strong governance and accountability, and catalytic capital for impact. Our social investment teams work with cross-sector partners to design, launch, and manage [Social Impact Bonds](#) and [Career Impact Bonds](#). Our advisory practice partners with governments, philanthropy, and nonprofits to implement outcomes-oriented approaches. The Field Building initiative helps advance Pay for Success through market education, publications, events, and research. Across all our work we aim to address the most pressing social challenges in the following areas: Children and Families, Criminal Justice, Education, Economic Mobility, Environment, Health, and Homelessness.

Role and Responsibilities

The Assistant General Counsel will be an integral part of the Social Finance team, with a wide array of responsibilities for Social Finance, Inc. and its subsidiaries, including developing and contracting for social investment transactions. Reporting to the firm's Deputy General Counsel, the Assistant General Counsel will also work closely with General Counsel and outside legal counsel across multiple firms and specialties. This opportunity is ideal for those who have transactional and

finance experience, are excited to delve into other legal work streams, and who are entrepreneurial. This role will support a growing organization while shaping an evolving market at the same time.

Responsibilities

Social Investment Transaction Work

As a Pay for Success intermediary, SFI plays a key role in negotiating and reviewing various social investment contracts among public, private, and non-profit sector clients, in partnership with nationally-recognized external counsel. The Assistant General Counsel will help retain, manage, and evaluate outside counsel for all transaction work. Additionally, this position will support deal teams during the contracting phase of deal development as they collaborate with both outside counsel and clients to negotiate both the underlying deal documents as well as the financing documents. The role requires negotiating with stakeholders, drafting deal documents, reviewing financing documents by outside counsel, and making solutions-oriented recommendations in a new outcomes-focused contracting paradigm. Responsibilities may include, but are not limited to:

- Drafting and reviewing any social investment-related deal documents, as well as any ancillary agreements, in partnership with outside counsel
- Facilitating contract negotiations with all of the project's stakeholders
- Advising the deal teams on key contract terms
- Collaborating with outside counsel to develop private placement memorandums, credit facility agreements, and ancillary financial agreements
- Drafting and executing all entity formation agreements for social investment transactions
- Continuing work on promoting standardized contracts nationally

Other Corporate Matters

In addition to the Social Investment transaction work, the Assistant General Counsel will work with Deputy General Counsel and General Counsel to design and oversee a framework for handling all other corporate matters with a special emphasis on risk management and compliance for governing SFI, its affiliates and subsidiaries. Responsibilities may include but are not limited to:

- Assisting in overseeing the firm's ongoing compliance and management of any terms and conditions in Pay for Success and other contracts
- Supporting staff education on regulations and compliance, and providing training on relevant legal matters

- Assisting in drafting and reviewing all Request for Proposals (RFPs) to ensure the final submission complies with all standard terms and conditions
- Supporting the negotiating, writing, reviewing, and executing of a wide range of legal agreements. Agreements can cover but are not limited to the following: advisory work consulting contracts, vendor contracts, leases, license and data sharing agreements, confidentiality agreements, and offers of employment
- Analyzing legal issues relating to proposed products and advising staff on contract status, legal risks, insurance requirements and business terms of various deals
- Researching and advising on unique legal issues impacting the organization by identifying applicable statutes, judicial decisions, and codes
- Reviewing advertising and marketing materials to ensure compliance with legal requirements
- Analyzing firm's insurance needs and optimizing policies across subsidiaries and affiliates
- Managing corporate governance and state and federal compliance for SFI and all subsidiaries
- Identifying, building and maintaining relationships with peers from key partner agencies and across sectors

Qualifications

We are looking for an entrepreneurial professional who has the flexibility and aptitude to take on additional duties as management deems appropriate. Candidate must have:

- JD required; license to practice law
- Two - three years of experience working at a major law firm or equivalent in-house experience.
- Experience in corporate transactional work including project finance, securities, structured finance, or public finance law
- Excellent communication skills; ability to translate new, complicated, or confusing concepts to unfamiliar and diverse audiences
- Advanced interpersonal skills and client-facing experience; ability to identify, build and maintain relationships across sectors that are integral to the firm and its mission
- Commitment to excellence and accuracy, with an ability to manage multiple competing priorities simultaneously, constructively express contrary points of view and seek consensus among strong, independent thinkers

- Demonstrated interest and knowledge of key issues in effective nonprofit management, social interventions, and/or impact investing (e.g. academic coursework, consulting projects, volunteer work, etc.)
- Capacity to work independently while contributing to team projects as appropriate
- Sense of humor and flexibility to regularly incorporate the feedback of others into work processes
- Nimbleness, ability to grow with a start-up social enterprise

Benefits

At Social Finance, we strive to deliver a benefits program that will enhance our overall value proposition to employees. Our current benefit offerings include:

- Comprehensive health care coverage: medical, dental and vision insurance; flexible spending accounts; Employee Healthy Actions programs and more
- Retirement savings plan with employer contribution
- Short-term, long-term and life insurance policies
- Commuter benefits and cell phone reimbursements
- Dedicated budgets for team building and employee recognition
- Annual budget for external professional development opportunities
- Mentorship and onboarding programs
- Collaborative and energizing workspaces in downtown Boston, San Francisco and Austin
- Paid vacation and paid holidays (with 12/24-1/1 off every year)

Application

Applicants must be currently authorized to work in the United States on a full-time basis. Send cover letter and resume to hire@socialfinance.org (Subject line: Assistant General Counsel, Boston). Review of applications will begin immediately. No phone calls please.

Social Finance, Inc. is an equal opportunity employer, and all qualified applicants will be afforded equal employment opportunities without discrimination because of actual or perceived race, color, national

origin, sex, age, religion, creed, disability, marital status, citizenship, ancestry, personal appearance, sexual orientation, gender identity or expression, political affiliation, military status, status as a protected veteran, genetic information or any other legally protected status.