STAFF OPENING

Title: Attorney – Securities Regulation*

Department: Law

Reports to: Deputy General Counsel – Securities Regulation

SUMMARY
Under the direction of the Deputy General Counsel – Securities Regulation, represents and advises the Institute and the investment company industry on securities and financial services issues and policy initiatives, including relevant legislation and regulations. Helps to coordinate and integrate the Department’s efforts with the Institute’s research, government affairs, operations and public communications functions in support of Institute positions and initiatives. Represents and advises the Institute on securities and financial services matters before the Securities and Exchange Commission, Financial Industry Regulatory Authority, other self-regulatory agencies, the Commodity Futures Trading Commission, banking regulators and, as appropriate, the states and the Congress.

MAJOR DUTIES & RESPONSIBILITIES

• Has responsibility within the Law Department for securities and financial services issues and policy initiatives. Helps achieve Institute policy objectives, taking into account members’ business needs and goals, the varying views within the industry and concerns of regulators and legislators.

  Regulatory and Legislative Activities
  • Supports the Deputy General Counsel – Securities Regulation on securities and financial services matters involving the SEC, FINRA, other self-regulatory agencies, the CFTC, banking regulators and, as appropriate, the states and Congress.
  • Advocates Institute positions before regulatory agencies and Congress through written testimony, comment letters and oral presentations.
  • May lead initiatives in areas of industry importance or emerging interest, such as new derivatives regulation, new fund reporting obligations, enhancements to the fixed income markets, shortening the settlement cycle, and other matters that may arise from time to time.
  • Identifies and implements initiatives (i) to assist members in regulatory compliance efforts and (ii) to identify and address areas of potential risk management concern for ICI and its members.
  • May serve as the Institute’s liaison with relevant professional organizations.

  Coordination with Other Institute Staff
  • Communicates and collaborates regularly and effectively with other Institute staff.
  • Coordinates with the Research staff on data and other empirical analyses relevant to fund products and services and securities and financial services regulations.
  • Assists the Public Communications staff in understanding key securities and financial services issues, in developing strategic communications and assuring the accuracy of public communications, including press releases and other public statements.
  • Supports the efforts of the Independent Directors Council in meeting its mission and objectives.
• Coordinates with the Government Affairs staff to analyze, comment on and develop legislative proposals relating to securities and financial services policy issues.
• Coordinates with the Operations Department staff when regulatory or legislative proposals may place operational burdens on the fund industry.
• Coordinates with ICI Global on regulatory and legislative matters in areas of expertise and other matters that arise from time to time.

**Member Communications and Other Initiatives**

• Helps prepare or may be responsible for preparation of agendas and overall responsibility for member committees; participates, as appropriate, in other member committee, subcommittee and ad hoc committee meetings.
• Communicates significant industry developments to members and others through memoranda, other documents and teleconferences.
• Assists in development of Institute conferences, webinars and workshops, serving as moderator when appropriate.

**Management of Securities Staff and Program**

• May oversee work performed by and costs incurred in connection with outside legal counsel retained on securities matters.
• Will oversee tasks assigned to administrative assistant.

**REQUIREMENTS**

• Solid knowledge of federal securities laws and regulations, including the Investment Company Act of 1940, the Investment Advisers Act of 1940, the Securities Act of 1933, the Securities Exchange Act of 1934 and applicable FINRA rules, as well as other financial services laws and regulations affecting investment companies. Familiarity with the Commodity Exchange Act and/or banking regulation a plus.
• Understanding of the operations of investment companies and their service providers, including those of mutual funds, closed-end funds and ETFs, knowledge of BDCs, UITs, and variable products is a plus.
• Understanding of government and regulatory environment and processes.
• High capacity for critical legal and factual analysis (knowledge of relevant laws, grasp of business and other issues, soundness, thoroughness, marshalling of information, organization of data).
• Strong ability to communicate effectively in writing and orally.
• Sound problem-solving ability and judgment.
• Ability to advocate positions, obtain consensus, and influence outcomes as appropriate.
• High degree of productivity, responsiveness, initiative, and flexibility.
• High degree of innovativeness, creativity, and strategic thinking.
• Ability to plan/prioritize; excellent project management skills.
• In general, strong ability to work well with others and, in particular, ability to work effectively with Institute members, government personnel, outside counsel, media and other Institute staff.

**EDUCATION & EXPERIENCE**

• Excellent academic record and achievement.
• J.D. degree and member of a state bar.
• Minimum 4 years relevant legal experience in government, trade associations, or in house or external counsel, with knowledge of fund operations and extensive experience in securities and financial services regulations.

*Note: Position title and level is dependent on experience.

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.*