STAFF OPENING

Title: Counsel – Tax Law
Department: Law
Reports To: Deputy General Counsel – Tax

JOB SUMMARY

Under the direction of the deputy general counsel, advises and represents the Institute and ICI Global (hereafter collectively "the ICI") and the investment company industry on domestic and international tax issues and policy initiatives, including relevant legislation and regulations. Assists in coordinating and integrating the Department's efforts with the ICI's government affairs, public communications, and research functions in support of ICI positions and initiatives. Represents the ICI on tax matters before the Internal Revenue Service and the Treasury Department and, as appropriate, the states, the Congress, foreign governments, and international organizations.

MAJOR DUTIES & RESPONSIBILITIES

Assists in developing and formulating policies in the tax area, and helps achieve these policy objectives, taking into account members' business needs and goals, varying views within the industry, and concerns of regulators and legislators.

- Serves as liaison for domestic tax matters involving the Internal Revenue Service and the Treasury Department and, as appropriate, the states.
- Serves as liaison for international tax matters involving domestic and foreign governmental bodies and international organizations.
- Works closely and cooperatively with the Government Affairs staff to analyze, comment on, and develop legislative proposals regarding to tax policy issues affecting investment companies and their shareholders; advocates ICI positions before legislative and regulatory bodies through written testimony, comment letters and oral presentations.
- Participates in initiatives (i) to assist members in connection with tax matters and (ii) to identify and address areas of potential risk management concern for the ICI and the members.
- May serve as an ICI liaison with relevant professional organizations.
- Assists the Public Communications staff in understanding key tax issues and in developing strategic communications, including press releases and other public statements.
- Works with the Research staff on data and other empirical analyses relevant to tax legislation and regulatory matters.
- Coordinates with Research staff on projects to ensure that economic effects of proposals are considered and to determine whether data is available or could be developed to enhance our advocacy.
- Recommends and prepares agendas and assists in developing objectives for the Tax Committees of the Institute and ICI Global; 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 the development of ICI conferences and workshops, serving as panel moderator or speaker when appropriate.
- Works with outside legal counsel on tax matters.

REQUIREMENTS

- 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.
- Proven ability to advocate positions, obtain consensus, and influence outcomes as appropriate.
- Significant knowledge of the Internal Revenue Code, Treasury regulations, and other tax guidance. Preferable to have significant knowledge of the tax treatment of financial products. Knowledge of the tax treatment of regulated investment companies and their shareholders, international transactions, corporations, and/or partnerships also preferred.
- Understanding of government and regulatory environment and processes.
- Ability and commitment to work collaboratively with other ICI staff as well as work effectively with ICI members, government personnel, outside counsel and media.
- High degree of productivity, responsiveness, initiative, and flexibility.
- High degree of innovativeness, creativity, and strategic thinking.
- Ability to plan/prioritize.

QUALIFICATIONS

- J.D. degree and member of the District of Columbia or another state Bar.
- 5-15 years relevant experience in law or accounting firms, government, trade associations, or in-house counsel, with extensive experience in tax matters.

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.