

Date: July 15, 2020
Job Title: Associate General Counsel / Senior Associate General Counsel, Real Assets
Group: StepStone Group Real Assets
Department: StepStone Group Real Assets
Location: Toronto or New York
Status: Exempt – Full-time

About StepStone

StepStone is a global private markets investment firm overseeing more than US\$280 billion of private market allocations, including over US\$62 billion of assets under management, as of December 31, 2019. The Firm creates customized portfolios for the world's most sophisticated investors using a highly disciplined research-focused approach that prudently integrates fund, secondary, credit and co-investments. StepStone offers customized private markets investment management and advisory services to institutional clients using industry leading analytics and research capabilities, with a focus on providing highly responsive and collaborative client service. The Firm covers the global private markets across multiple sectors and operates from 19 offices in 13 countries.

Position Overview

The position will support StepStone Group Real Assets ("SIRA"), with client groups serviced from Australia, North America and the United Kingdom and investments located globally. The candidate will report into the Deputy General Counsel, Real Assets and be an integral member of the SIRA team. The person filling this role will be responsible for drafting and negotiating legal documentation with respect to the firm's (i) infrastructure fund investments, including primaries and separately managed accounts, (ii) transactions, including co-investments, secondary investments and minority direct investments, also known as investment partnering transactions, and (iii) investment advisory and management agreements, separately managed account documentation and offering documentation relating to the firm's infrastructure clients and investment products. This is a hands-on role, with only certain aspects being outsourced to external counsel.

Essential Job Functions:

- Review placement memoranda and partnership agreements for investments in infrastructure funds and prepare analysis regarding same for inclusion in investment memoranda or otherwise deliverable to clients
- Manage completion of subscription documentation for investments in infrastructure funds
- Manage input of infrastructure fund terms into the firm's proprietary database
- Negotiate and draft documentation to execute infrastructure fund investments
- Negotiate and draft documentation to execute (i) secondary purchases and sales of infrastructure fund interests, (ii) co-investments and (iii) direct infrastructure equity investments (investment partnering arrangements)
- Manage outside counsel in connection with select investment activity (co-investments alongside institutional investors and direct investments typically involve outside counsel)
- Negotiate and draft documentation for infrastructure (i) investment advisory engagements, (ii) separately managed accounts and (iii) commingled funds and advise on structuring regarding same
- Supervise paralegals, including in the negotiation of confidentiality agreements, closing-related matters, and other matters, as needed
- Special projects from time to time subject to availability (e.g., strategic transactions, process efficiencies, fiduciary counseling and training, securities law filings, etc.)

Personal Skills:

- Professionally communicate with all levels of staff, internal and external
- Utilize effective time management skills to maintain a commitment to quality and attention to detail; ensure that all work is completed accurately and on time



- Foster a sense of teamwork, assisting others when needed/required; work collaboratively with attorneys supporting other asset classes to share best practices, provide coverage, etc.
- Flourish in a challenging, fast-paced, and professional environment with frequent shifts in priorities as business needs dictate
- Have a strong sense of integrity, behaving consistently with expressed values and ethical principles of StepStone
- Focus on specific goals and demonstrate a sense of personal growth, accountability and urgency for achieving results

Education and/or Work Experience Requirements

- Must possess a four-year college degree and law degree from a top-tier law school
- Approximately 5 to 10 years of fund formation, investment management and/or transactional legal experience
- Experience with private markets investment management firms, whether in-house or at a top tier law firm, with a preference for candidates with at least 3 years of experience at a top tier law firm working within its asset management group

To apply, please click the link below:

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