



**Job title:** General Counsel

**Work Location:** Buffalo, NY

**Division/Department:** Aleron Shared Resources, Inc.

**Reports to:** President & CEO, Broadleaf Results, Inc.

**Job Purpose:**

The General Counsel is responsible for leading corporate strategic and tactical legal initiatives. The General Counsel provides executive and senior management with effective advice on company strategies and their implementation, manages the legal function, and obtains and oversees the work of outside counsel. The General Counsel is directly involved in complex business transactions and negotiating critical contracts.

**Essential Duties and Responsibilities:**

- Participate in the definition and development of corporate policies, procedures and programs and provides continuing counsel and guidance on legal matters and on legal implications of all matters, both domestically (in a multi-state environment) and internationally.
- Provide general counsel to senior management, corporate departments and branch staff. Primary areas of focus include employment law, contracts, work visas, and general corporate and commercial law.
- Serve as key lawyer/legal advisor on all major business transactions, including acquisitions, divestitures and joint ventures.
- Act as primary advisor on legal issues involving the companies' governmental and regulatory compliance. Assume ultimate responsibility for ensuring that the companies conduct their business in compliance with applicable federal, state and local laws and regulations.
- Judge the merits of legal claims filed against or on behalf of the companies, works with the appropriate executive(s) to define a strategic defense or approach and oversees settlement of disputes where warranted. Manages all litigation and claim matters.
- Structure and manage the companies' internal legal function and staff, including supervision of Associate Counsel, contracts administration and support staff.
- Oversee the selection, retention, management and evaluation of all outside counsel, domestically and internationally.
- Advise on legal aspects of the company's financing, including assessing and advising on current and future business structures and legal entities.
- Ensure proper management of all legal documents to maintain regulatory compliance and confidentiality.
- Provide guidance and training to staff as needed;
- Comply and adhere to all established company ISO Quality policies and procedures;

- Submit periodic reports to management as requested; and
- Responsible for various other administrative and management duties, commensurate with responsibilities, as directed by the companies.

### **Qualifications and Skills:**

#### **Required:**

- Must be admitted to practice law in New York, or another state in which Aleron has substantial business operations, and have graduated from an accredited U.S. law school;
- At least 10 years of experience in a multi-state environment with employment law, insurance and risk management, joint-employment arrangements and international business law;
- Minimum of 15 years of legal experience, ideally in both a law firm environment and in-house legal department;
- Strong background in drafting and negotiation of commercial agreements, litigation management and corporate transactions;
- Experienced communication and presentation skills, both internally and client-facing;
- Minimum of 5 years of managing lawyers and legal support staff;
- Excellent verbal and written communication skills, strong problem solving and analytical abilities, and high degree of integrity and trust;
- Prior experience successfully working in a fast-paced environment where the demands and directions of the work are constantly changing.

#### **Preferred:**

- Experience with intellectual property licensing including drafting and negotiating software and IT license agreements and familiarity with trade-mark law;
- Strong interpersonal skills, able to motivate and drive collaboration with managers, other departments, and stakeholders without having direct authority over those groups;
- Established ability to manage multiple content projects on short deadlines;
- Works well independently and within tight deadlines;
- Ability to build consensus and work effectively with management, clients, or within a cross-departmental team.

### **Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Travel:**

A limited amount of business travel may occur to represent the Company, as business needs dictate.