



# Position Specification

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Single Family Office  
General Counsel

Private and Confidential

## The Client

Our client is an established family office based in Bryn Mawr, Pennsylvania and Missouri. The family Principals share a vision of an enduring family office that supports family legacy for future generations. The primary mission of the office is to support the Principals' vision and to serve the legal, accounting/financial reporting, tax, investment, fiduciary, philanthropic and administrative interests of this multigenerational family and their related entities, including trusts, foundations and other entities. The family office serves multiple households, spanning the third through fifth generations of the founding family of a highly successful operating company which was founded over 75 years ago.

The General Counsel ("GC") will report to the President and will partner with both the family office President and the Chairman (a third-generation family member) to help determine the strategic goals and priorities for the office today and in the future. The GC will oversee and manage the family office legal function and will ensure that a broad spectrum of legal services is delivered to the family office and family clients in a high-quality, efficient and cost-effective manner. As a senior trusted advisor, the GC will, in coordination with outside advisors, provide advice and counsel to the family office President and executives, to the family as a whole and to individual family clients to assist them in making informed decisions and to advancing and accomplishing family long-term objectives. This GC position is open as a result of the former GC's promotion to President and Chief Operating Officer.

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## The Opportunity

This position offers an excellent opportunity for an experienced attorney with a broad corporate legal background (preferred experience in corporate, tax, trust and estate planning; helpful to have additional experience in investment, partnership, real estate, and some litigation/claim management and employment law background) combined with family office/wealth management experience and a solid legal understanding of business, financial and investment transactions, to provide the in-house legal functions for this established, multigenerational family office. The GC will also proactively engage and serve as a resource, counselor and strategic thought partner to family office Principals, executives and family clients on all legal and relevant family and family office matters in coordination with outside advisors.

The successful candidate will have experience working with multigenerational families and will have a sound understanding of family office services, operations and best practices. The ideal candidate will also demonstrate strong relationship management and advisory skills and will instill the confidence and credibility needed to become a senior trusted advisor for all family clients, including rising generations.

**Location:** Bryn Mawr, Pennsylvania

**Reports to:** President

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## The Position

Key responsibilities include:

### ❖ Strategic Planning & Execution

- Serve as a member of the family office executive management team.
- Formulate and assist in the creation of the overall family legal and business strategy, including maintenance of operating agreements and corporate records for certain family owned and/or controlled investment entities.
- Provide the in-house legal function, oversee and manage outside counsel for the family and ensure that a broad spectrum of legal services is delivered in a high-quality, efficient and cost-effective manner. Provide timely advice on a broad array of legal issues, including tax, governance, trusts, investments, real estate, etc., for family clients, their trusts and other entities. Family office services include: accounting, financial reporting, investment oversight and reporting; tax, trust, estate and financial planning, insurance and risk management; family education; philanthropic support services; and, other administrative and ad hoc services.
- Create and implement legal policies, procedures and controls to ensure the effective and efficient operation of the legal function, with a focus on continuous improvement and risk management. Anticipate and guard the family office and family members against legal risks; ensure compliance with applicable laws, rules and regulations.
- Review and advise on human resources communications and records; advise on family office corporate retirement and other benefit plans in coordination with outside employment and ERISA counsel.
- Support the family foundation and individual client philanthropic needs, including legal, administrative and compliance related matters. Coordinate with outside advisors as appropriate.
- In concert with family Principals and the family office President, develop and implement a family engagement model and supporting plan and initiatives in alignment with the family's vision, goals and objectives.

### ❖ Contract Review & Legal Coordination

- Assist multigenerational family clients with their legal needs as they arise. Review legal documents for clients, including wills, trusts, investment partnerships, leases, contract agreements, real estate, etc. Structure, draft and review reports and various other legal documents. Coordinate the drafting and oversight of legal documents with outside counsel as appropriate and ensure all align with family needs and objectives.
- In coordination with the President, facilitate the review, evaluation and negotiation of business and investment documents for family office and family owned and controlled entities (subscription agreements, offeror questionnaires, LP Agreements, leases, licenses, employment agreements, service contracts, account agreements, vendor agreements, etc.).

### ❖ Investment Strategy & Transaction Oversight

- Work in partnership with the President to ensure appropriate legal accuracy and proper compliance for all new investments.
- Oversee acquisitions and commercial transactions from inception to closing, including management of outside counsel, drafting and negotiation of transaction documents and management of due diligence process.

### ❖ Trust and Estate Planning, Tax Planning & Compliance

- Coordinate and oversee the creation of a private trust company. Work with outside counsel as appropriate on the establishment, structure, governance and

other requirements. Oversee trust company legal compliance with applicable state regulations. Assume future trust company responsibilities as appropriate.

- Review and monitor estate plans for all family members in coordination with outside trust and estate attorneys; structure and monitor estate planning as needed.
- Coordinate relevant tax related matters with external advisors.
- ❖ **Client Relationship Management & Interaction**
  - **Trusted Advisor Role**
    - Proactively identify family and family office needs, opportunities and issues; recommend appropriate plans/actions; effectively implement solutions.
    - Synthesize, present and communicate complex legal and other related business, financial and investment related concepts, needs and issues in a straightforward and easy to understand manner, utilizing a consultative approach.
    - Effectively build credibility and relationships with family clients spanning multiple generations. Serve as a senior trusted advisor and strategic thinking partner to support family clients in assessing opportunities and risks, evaluating alternatives and making informed decisions.
    - Coordinate with the President to engage rising generation family clients in family office education program offerings and other family office services. Collaborate with parents to develop content and educate next generation family members.
    - Partner with the President and family Principals to coordinate, plan and participate in family meetings, as appropriate. Support the completion of actions determined and decisions made by the family at family meetings.
    - Promote open/transparent lines of communication with all family clients and effectively listen to all perspectives on multigenerational issues, fostering an environment of mutual respect, engagement, collaboration and unity. Facilitate discourse and advocate solutions that are objective and balanced for all. Continually update family clients regarding priorities, changes to services, etc. Ensure consistent message is communicated to family clients.
    - Provide advice and counsel to family clients on concepts underlying wealth creation/management, asset protection and wealth transfer strategies.
  - **Communication & Transparency**
    - Promote open and transparent lines of communication with the Principal, internal staff and external service providers and listen to all perspectives. Foster environment of mutual respect, collaboration and continuous improvement.
    - Synthesize, present, and communicate complex legal, business, investment, and other relevant concepts in a straightforward, concise, and easy to understand manner, utilizing a consultative approach.
- ❖ **External Advisor Communication & Oversight**
  - **Advisor & Provider Management**
    - Continuously build relationships with key market experts (e.g., attorneys, tax, trust and estate planning advisors, etc.) to keep abreast of current and evolving trends and best practices and to proactively anticipate and capitalize on potential opportunities.
    - Coordinate legal work performed by outside counsel. Actively manage third-party legal relationships, including setting and monitoring

engagements, budgets, billings and service delivery quality and efficiency. Establish service standards of excellence and hold providers/advisors accountable to meet expectations. Establish new legal/professional provider relationships as appropriate. Proactively act as client advocate and provide expert support in family interactions with outside counsel and counter parties.

- **Professional Representation**
  - Represent the family to all internal and external constituencies in a professional, confidential, and ethical manner at all times.

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## The Ideal Candidate

The ideal background will include:

- ❖ **Qualifications & Experience:**
  - Undergraduate degree and JD required. Must be licensed to practice law or have the ability to become licensed to practice law in, Missouri and/or Pennsylvania within 12 months following the commencement of employment in the position. Advanced degree (i.e., LLM, MBA) and/or relevant certifications (i.e., CPA, CFP, CFA) desirable.
  - Minimum of 15 years of family office, comparable law firm and/or other relevant in-house legal experience. Strong preference for experience in corporate, tax, investment, trust and estate planning, real estate and employment law as well as relevant experience handling compliance matters for individuals, trusts, foundations and other entities. Understands complex tax and trust structures, including private trust company structures.
  - Prior experience working with/advising family office clients or multigenerational families of significant wealth with complex structures. Understands and can relate well to ultra-high net worth clients and their needs and issues.
- ❖ **Leadership & Values**
  - **Character & Integrity**
    - Utmost integrity, honesty and discretion. Maintains confidentiality. Reliable and dependable. Positive attitude.
    - Demonstrated strong judgement and common sense. Sensitive to the highly personalized and discreet nature of this position.
    - Self-aware. High sense of personal accountability. Proactive and transparent in identifying and discussing errors and in effecting appropriate solutions.
    - Highly intelligent and intellectually curious. Dedicated to excellence. Continuous learner. Creative and innovative. Genuine, sincere and strong work ethic.
    - Organized and efficient with the ability to effectively prioritize and delegate. Highly attentive to detail and accuracy.
  - **Leadership Style**
    - Strategic leadership, management and decision-making skills. Fosters a client focused culture of quality and excellence. Exceptional interpersonal skills. High EQ combined with high IQ. Accessible, approachable and empathetic. Builds rapport with all family members, family office colleagues and outside advisors. Inclusive team player. Collegial and collaborative.

- Highly proactive approach to engaging clients and serving their needs. Service heart.
- Proactive yet flexible leader with a “roll-up-your-sleeves” approach and mentality. Healthy balance of confidence, conviction and humility. Effective in dealing with multiple constituencies.
- Excellent leadership, managerial and administrative skills. Strong project and process management skills. Ability to effectively manage and standardize complex processes.
- Strong client service mentality. Dynamic, engaging and highly motivated. Results oriented with the ability to work collaboratively with multiple constituencies to accomplish objectives.
- **Relationship Management and Communication Skills and Professional Presence**
  - Exhibits strong presence and professionalism and the communication, interpersonal and listening skills necessary to develop trust, credibility, confidence and respect with all family clients, colleagues and advisors. Demonstrated effectiveness in building trusted advisor relationships with multiple generations of family clients. Diplomatic, tactful and straight forward in providing honest feedback. Pragmatic in all interactions. Critical thinker with a healthy degree of skepticism.
  - Exhibits gravitas, polish and professionalism to represent the family effectively in all interactions.
- **Strategic Capabilities**
  - Expert generalist and strategic thinker who anticipates issues and opportunities and effects solutions on a proactive basis. Highly detail oriented, yet able to effectively “see the big picture” and execute what needs to be done to accomplish goals and objectives.
  - Strong analytical skills combined with excellent multi-disciplinary problem-solving skills. Conducts comprehensive research and analysis and makes appropriate decisions and recommendations.
- ❖ **Skills & Knowledge**
  - **Technical Expertise**
    - Sound understanding of sophisticated/complex planning and strategies for individuals, trusts, foundations and other entities. Knowledgeable about all areas of wealth management (tax, accounting, finance, trust and estate planning and administration, investment management, philanthropy, etc.). Also knowledgeable about family engagement and education, governance, multigenerational family traditions and succession planning.
    - Strong legal acumen combined with solid legal understanding of business, financial and investment transactions. Strong planning and advisory skills. Adept in “issue spotting” and advising family clients in assessing risks and opportunities. Adept in addressing “what if” scenarios and questions. Effective in providing the information, advice and counsel needed to enable clients to understand options and ramifications of choices in order to make informed decisions.
  - **Communication & Relationship Building**
    - Excellent verbal and written communication skills; articulate in all interactions. Skilled in ability to effectively synthesize and communicate complex concepts and strategies in a clear, concise and easy to understand manner. Strong negotiation and presentation skills.
    - Experienced and highly effective counselor. Strong relationship management skills with a consultative approach and excellent listening

skills. Intuitive. Understands differences in communication styles and preferences with the ability to “read the room” and adapt and communicate effectively with all. Passionate about protecting family clients; effective as an advocate, liaison and negotiator on behalf of the family with all parties.

- Ability to provide objective advice and recommendations with conviction while maintaining neutrality. Effective facilitator with the ability to hear all voices, see all sides of an issue and advocate balanced recommendations/solutions in best interest of the family.
- Experienced in educating and mentoring multiple generations of family clients on topics relevant to family priorities.

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## Compensation

An industry-competitive package will be offered, including comprehensive benefits.

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## Contacts

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