MACK INTERNATIONAL

Position Specification

Single Family Office
General Counsel

Private and Confidential

The Client

Our client is an established family office based in Austin, Texas. This fast-paced growing family office serves a first-generation principal ("Principal"), who is a successful technology entrepreneur with continued interest in strategic partnerships and actively investing in angel, venture capital, funds and growth equity opportunities. The primary mission of the office is to serve the personal, financial/accounting, reporting, tax, investment management, fiduciary, philanthropic and administrative interests of this Principal and his related entities.

The Opportunity

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

The General Counsel ("GC") will report directly to the Principal and will partner with him and the Chief Financial Officer ("CFO") to guide and oversee the legal, compliance and risk management initiatives of the office, ensuring these services are delivered to the Principal and family office in a high-quality, efficient, and cost-effective manner. As a trusted advisor, the GC will provide advice and counsel to the Principal and will assist him in making informed decisions which will preserve and grow his wealth and leverage his time, allowing him to focus on his individual, political and philanthropic initiatives.

Location: Austin, Texas

Reports to: First-generation family Principal

The Position

Key responsibilities include:

- **Strategic Planning & Execution**
  - Partner with the Principal and CFO to establish short- and long-term strategic priorities and objectives for the office.
  - In close collaboration with the CFO, enhance and build the family office platform, infrastructure and service delivery model based on optimal strategies for services to be delivered to the Principal.

- Formulate and assist in the creation of the overall family legal and business strategy. Provide critical legal oversight for the activities and initiatives of the Principal. Ensure a broad spectrum of legal services is delivered in a high-quality, efficient and cost-effective manner.
- Create and implement legal policies, procedures and controls to ensure the effective and efficient operation of the legal function, with a focus on risk management and compliance.
- Review and advise on human resources communications and records.

Investment Strategy & Transaction Oversight

- Structure, review, evaluate and negotiate investment, business and personal contracts for the Principal, family office and family entities (leases, licenses, employment agreements, service contracts, account agreements, LP agreements, vendor agreements, non-disclosure agreements, etc.). Coordinate legal work performed by outside counsel as needed.
- Structure and negotiate luxury residential real estate contracts. Coordinate with contractors and design team.
- Oversee investments, 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

- Manage all investment, trust and entity formation and ongoing administration. Ensure all reports, filings and documentation are timely and complete. Track and confirm that all family office, trusts and related entities are in compliance with all applicable tax, legal, regulatory and statutory requirements.
- Review overall legal structure and monitor for tax and legal compliance. Create LLCs or other entities as needed. Identify opportunities for efficiency, to include bringing legal work in-house.
- Monitor financial and tax planning strategies for all entities to ensure compliance with estate plans. Proactively work with appropriate external accounting, tax, trust/estate planning and legal advisors to advise Principal on planning techniques and to identify, develop and maintain optimal tax and wealth transfer strategies. Ensure the Principal and family office are in compliance with applicable regulations and tax laws.

Risk Management

- Monitor the insurance needs of the Principal, the family office and related entities, including employees' workers comp and other insurance, and recommend and implement appropriate plans/actions. Identify strategic risk management opportunities. Interface with risk management professionals.

External Advisor Communication & Oversight

- **Advisor & Provider Management**
  - Actively manage and coordinate 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.

- 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.
- Serve as advocate to the Principal on all matters.

◇ **Professional Representation**

- Develop and maintain appropriate relationships with key outside advisors/providers to facilitate the communication of relevant information.
- Represent the family to all internal and external constituencies in a professional, confidential, and ethical manner at all times.

◆ **Client Relationship Management & Interaction**

◇ **Trusted Advisor Role**

- Establish and maintain strong communication and relationship with the Principal.
- Build credibility as a trusted advisor to the Principal and family members.
- Serve as a sounding board and strategic thinking partner in making well-informed decisions.

◇ **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.

The Ideal Candidate

The ideal background will include:

◇ Undergraduate degree and JD required. Must be licensed to practice law or have the ability to become licensed to practice law in Texas within 12 months following the commencement of employment in the position.
◇ Minimum of 15+ years of experience in the family office, comparable law firm and/or other relevant in-house legal experience. Strong preference for experience in corporate, contract, tax, investment, trust and estate planning, real estate and employment law. Understands different types of holding structures, including trusts, foundations and corporate structures. Experience in charitable and political contributions and associated laws/limits.
◇ Broad understanding of legal, regulatory and transactional matters, including litigation, corporate law, compliance (including ERISA matters) and business transactions.
◇ Prior experience with international legal and tax issues.
◇ Adept at advising family clients on investment, financial, and business matters and in assessing risks and opportunities to enable the Principal to make informed decisions.

- Track record of success in managing multiple projects.
- Experience serving as an advocate for family with all external advisors, providers, and other constituencies.

Leadership & Values

- Demonstrates utmost integrity, discretion, and trustworthiness with sensitive and confidential information.
- Exhibits humility with no personal agenda; puts family interests first; no ego.
- Maintains composure under pressure. Patient and calm demeanor.
- Strategic leadership and decision-making skills.
- Exceptional interpersonal skills. High EQ combined with high IQ.
- Accessible and approachable; builds rapport with family and staff.
- Collaborative team player with a "roll-up-your-sleeves" mentality.
- Exercises sound judgment and common sense in decision-making.

Professional Presence

- Exhibits strong presence and professionalism and the communication and listening skills necessary to develop trust, credibility, confidence and respect with family clients, colleagues and advisors.
- Demonstrated effectiveness in building trusted advisor relationships with family clients. Strong client-service mentality.
- Self-aware. High sense of personal accountability.
- Dynamic, engaging, and highly motivated self-starter. Comfortable working in an autonomous and entrepreneurial work environment.
- Strong work ethic balanced with flexibility and adaptability.

Strategic Capabilities

- Expert generalist who anticipates issues and implements solutions.
- Detail-oriented while maintaining big-picture perspective.
- Balances strategic thinking with practical execution.

Skills & Knowledge

- Strong legal acumen combined with solid 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.
- Strong analytical skills including structuring and negotiating the terms and details of the investment and advisory relationship; able to quickly grasp and evaluate complex investment strategies.
- Effective time management skills. Able to manage multiple projects simultaneously.
- Solutions-focused with high sense of urgency.
- Demonstrates initiative and anticipates client needs proactively.

Communication & Relationship Building

- Translates complex data into clear, concise advice to facilitate strategic decision-making.
- Diplomatic, tactful, and pragmatic in all interactions.

- Adapts communication style to diverse audiences.
- Flexibility and resilience to thrive in a fast-paced, growth-oriented environment with shifting priorities.

Compensation

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

Contacts

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