

# STL PARTNERSHIP

## Staff Attorney

### *Work to Improve and Increase Economic Opportunities in the St. Louis Region*

The St. Louis Economic Development Partnership (the “Partnership”) seeks a passionate, dedicated, and creative lawyer with up to three (3) years of experience to fill a full-time Staff Attorney position on an immediate basis.

The Partnership is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, the Partnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

The Partnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region’s global relevance, and revitalize communities. The Partnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

## Position Description

Under the leadership of the General Counsel, the Staff Attorney will collaborate with a team of internal and external legal and economic development professionals to advance the mission of the Partnership. This position will provide legal counsel to the Partnership and its affiliated entities. Entry-level candidates are eligible.

## Job Duties

- Research, analyze, and derive conclusions concerning basic, intermediate, and complex legal issues in a broad range of domains, including, but not limited to, contracts, procurement, real estate, tax, local and state government, labor and employment, environmental law, insurance, tort, and intellectual property.
- Process open records requests and coordinate responses in accordance with federal, state, and local laws. This includes reviewing documents for closed and privileged materials.
- Draft internal legal memoranda, contracts, board resolutions, board packets, internal policies, court filings, and other documents.
- Assist General Counsel to negotiate contracts as needed.
- Assist General Counsel to coordinate and facilitate the work of outside counsel.
- Manage and monitor priority projects as directed by the General Counsel.
- Attend public hearings, meetings, or other outside activities as directed to represent the Partnership or its affiliated entities

- Coordinate with the General Counsel to oversee all Partnership and affiliate board meetings.
- Prepare and review meeting minutes for Partnership boards and affiliated entities as needed.
- Assist with the preparation of agendas, meeting minutes, board communications, and other legal documents in connection with board meetings.
- Appear occasionally in court to represent the Partnership or one of its affiliated entities. Prepare and file documents related to the same with appropriate authorities.
- Resolve problems and recommend improvements to expedite organizational workflow and improve the department's overall performance.
- Coordinate with Partnership personnel to identify legal issues.
- Collaborate with staff to oversee, review, or prepare procurement documents, including requests for proposals, requests for qualifications, or other solicitation documents.
- Assist the General Counsel to review contract documents to ensure compliance with the procurement and contracting guidelines of the Partnership.
- Assist the General Counsel to oversee compliance of contracting function with the Partnership's diversity, equity, and inclusion guidelines.
- Assist in drafting and revising internal policies and guidelines as changes occur due to external and internal factors.
- File or obtain copies of legal documents, real estate documents, and legal research materials, as needed.
- Perform various other duties and functions as assigned.

## **Professional Qualifications**

### Education

1. J.D. from an accredited US law school or equivalent degree from a non-US institution.
2. Graduate, undergraduate, or other training in areas relevant to economic development, such as international business and trade, urban planning, entrepreneurship, public policy, construction management, architecture and design, or environmental sciences (positive differentiating factor).

### Experience

1. License to practice law in the State of Missouri or admission to practice law in another state with the ability to obtain a license to practice law in the State of Missouri by waiver or bar examination within six (6) months (no exceptions).
2. A history of progressively more responsible legal work and/or educational experience.
3. Up to three (3) years of experience in the legal field.
4. Experience working with diverse or underserved communities and partners (positive differentiating factor).
5. Ability to demonstrate professional fluency in one or more of the following areas of the law: public contracts, procurement, real estate, corporate governance, project finance, nonprofit, litigation, state and local government, administrative, labor and employment, or environmental.
6. Experience managing legal projects, both independently and collaboratively, in a time-sensitive environment.

### **Personal Qualities**

1. Demonstrated commitment to public service and the Partnership's mission.
2. Excellent research, writing, communication, analytical and problem-solving skills.
3. Ability to move quickly from one, often complex, issue to another in a fast-paced legal environment.
4. Self-motivated, able, and willing to manage an aggressive schedule to meet job demands.
5. A team player who inspires collaboration and is well-organized.

### **Interpersonal Characteristics**

Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity. The selected candidate will be expected to work effectively with people of other backgrounds and cultures and treat all people in a professional and respectful manner. The selected candidate should have a desire to make a positive difference within the community.

### **Working Conditions**

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The Partnership offers a hybrid remote/in-office work environment.

### **Compensation and Terms**

Salary: starts at \$58,000 (with the potential for adjustment depending on qualifications and experience).

Commensurate with experience, the Partnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. The Partnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act. The Partnership offers a hybrid remote/in-office work environment.

### **Applications and Deadline**

To apply, please submit:

1. A copy of your resume that lists relevant experiences;
2. Contact information for two (2) professional references;
3. A cover letter describing your qualifications and interest in the Staff Attorney role with the Partnership; and
4. One legal writing sample (10-page limit).

Application materials may be submitted to <https://stlpartnership.aaimtrack.com>.

**Application materials will be reviewed as received and will be accepted until the position is filled.**

Applicants are also encouraged to visit the Partnership's website to learn more about the organization and opportunity: [www.stlpartnership.com](http://www.stlpartnership.com) and <https://stlpartnership.com/careers/>.

*The St. Louis Economic Development Partnership is an equal opportunity employer. The Partnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

### **Accredited Economic Development Organization**



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.