



Job Title: General Counsel

Reports To: President and CEO

Pace Properties is a leading commercial real estate firm with offices in St. Louis and Kansas City. We are seeking an experienced attorney with 10+ years of experience to join our St. Louis headquarters office as General Counsel. This position is part-time and will require a commitment of 20 to 25 hours per week. An active law license in Missouri is required, in good standing.

About this role: The General Counsel will oversee and manage all of Pace's legal matters and serve as the company's chief lawyer and a member of the executive team. Responsibilities include the following:

- Advising employees on compliance with laws and regulations affecting the operations of the company
- Drafting, reviewing and negotiating contracts and other legal documents, including real estate transaction documents (leases, purchase agreements, etc.) and agreements with clients, vendors and others
- Overseeing and managing lawsuits in which the company is a party or is otherwise involved
- Selecting, hiring and overseeing and directing outside counsel to provide legal services when required due to the specialized nature of the practice area or timing/work flow considerations
- Acting as the corporate secretary for the company and all affiliated entities, attending shareholder and board meetings and preparing and maintaining resolutions, minutes and other corporate records of the company

Core Competencies: The ideal candidate will possess the following attributes:

- Superior problem solving and critical thinking skills; ability to define a problem, obtain pertinent information, identify solutions and reach good decisions in a timely manner
- Substantial, in-depth expertise in real estate and corporate law, including purchase and sale transactions, leasing, development, and the formation, operation and maintenance of corporations and LLCs
- Solid grasp of the basic concepts in other of areas of the law that impact the company's business (contracts, employment law, etc.)
- Strong leadership skills, including the ability to build and lead teams of professionals in executing complex transactions
- Excellent writing, communication and interpersonal skills
- Strong organizational skills and ability to work under pressure, multi-task and establish good priorities and delegate to others

To apply, please submit a resume and cover letter to careers@paceproperties.com

