



Position Title: Investment Attorney

Agency: New Mexico State Investment Council (NMSIC)

Location: Santa Fe, NM

Employment Type: Full-Time, Exempt

Salary Range: \$110,000-\$180,000.00 commensurate with experience

Application Deadline: TBD

To Apply: Email a cover letter and resume to NMSIC HR Manager Kevin Dominguez at Jobs@sic.nm.gov

About Us

The **New Mexico State Investment Council (NMSIC)** is the second-largest sovereign wealth fund organization in the U.S. by total assets under management. Despite managing over \$60 billion in assets, we are a lean team of approximately 30 professionals dedicated to excellence in public investment. NMSIC supports more than one-quarter of K-12 education funding and over half of early childhood education in New Mexico. By 2039, the Council is projected to become the state's single largest source of funding. NMSIC also prioritizes in-state investment opportunities that align financial performance and economic impact goals.

Position Summary

The **Investment Attorney** plays a central legal role in the execution and oversight of NMSIC's National Private Equity & NM Strategic Venture Capital Programs. The position is responsible for managing the end-to-end legal lifecycle of approximately 30 fund commitments annually. This includes legal due diligence, negotiation of fund terms, coordination with internal and external counsel, and ensuring legal readiness for closing.

The attorney also supports strategic initiatives related to policy development, investment infrastructure, and Council education. This includes implementing legal process automation, enhancing team communication, and contributing to broader institutional knowledge around private equity, New Mexico-specific investment mandates, and legal foundations.

This position reports to the **Private Equity Portfolio Manager** and other investment professionals.

Key Responsibilities

Legal Review & Fund Negotiation

- Review and analyze Limited Partnership Agreements (LPA), Private Placement Memoranda (PPM), subscription agreements, and side letters for consistency with business and legal standards.
- Ensure investments agreements reflecting the best interest of New Mexicans
- Negotiating terms that align with the state's fiduciary responsibilities.
- Lead negotiation of side letters with opposing counsel and address key legal and compliance issues.
- Engage external legal counsel for detailed LPA review and collaborate on drafting comments and proposed revisions.
- Coordinate with fund managers, external counsel, and internal investment officers to finalize terms.
- Escalate unresolved legal issues and participate in negotiation meetings with general practitioners, legal counsel, and NMSIC executives.

Execution & Closing

- Prepare and review closing documentation for State Investment Council execution.
- Obtain necessary internal authorizations and ensure full legal compliance.
- Distribute final documents to custodians, internal accounting, and external parties.

Strategic Initiatives & Special Projects

- **Implement Document Management Software for Legal Workflow:**
Build and institutionalize a digital workflow to track legal steps in fund transactions—from due diligence through execution and post-close compliance. Coordinate with internal teams to ensure usability and transparency.

- **Develop Legal/Policy Framework for Strategic Venture Capital New Mexico Program:**
Draft and propose new or revised policies to guide future in-state investments.
 - **Support DMS and CRM Implementation for Internal Use:**
Collaborate with cross-functional teams to ensure DMS and CRM tools are set up in a way that enhances communication, workflow, and team building.
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Internal Service & Team Building

- Provide timely and effective legal support to internal investment officers, operations, and executive staff.
 - Demonstrate leadership on building trust and concession within the legal and investment teams.
 - Promote cross functional collaboration and strong working relationships.
 - Help align legal workstreams with broader investment goals and internal deadlines.
 - Share relevant legal updates or negotiation trends with team members to build institutional knowledge.
 - Monitor and uphold deadlines for legal approvals, authorizations, and documentation.
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Minimum Qualifications

- Juris Doctor (JD) from an accredited law school; active license to practice law in NM or have eligibility for licensure with an appropriate time frame of completion.
 - Work experience negotiating or litigating large and complex commercial matters
 - Excellent written and oral communication, and analytical skills.
 - Proficiency with Microsoft Office; experience with Document Management Software, CRM/RMS, i Manage Work, Backstop, or fund management platforms is desirable.
 - Willingness to obtain CFA and/or CAIA certifications
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What We Offer

- Competitive salary with performance-based progression opportunities.
- A robust benefits package, including paid holidays, generous paid time off (PTO), healthcare coverage, EAP access, and participation in a state retirement plan.
- Opportunities for career development through specialized training, Continuing Legal Education support, and policy-oriented work.
- A rare opportunity to contribute to the long-term financial strength and prosperity of New Mexico.

Equal Employment Opportunity

The New Mexico State Investment Council is an equal opportunity employer. We value a diverse and inclusive workplace and encourage applications from all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.