



Title: Legal Consultant
Classification: Full-time exempt; onsite; hybrid
Department: Legal Consulting

Objective: Play a crucial role in providing expert consultative advice and guidance to clients on a variety of topics, including entity structure, succession planning, and mergers and acquisitions.

FP Transitions Introduction: At FP Transitions, our team helps wealth advisory firms identify, build, and realize value. We value innovation, collaboration, client-centricity, and objectivity. We are entrusted with mission-critical moments and drive transformational business decisions.

Role Summary: Legal Consulting will lead client engagements in our nationwide consulting on corporate entities and their internal governance, succession planning, mergers and acquisitions, and succession planning in the personal financial services industry. This person will have an orientation period to learn our focus and consulting philosophy before leading their own portfolio of client projects.

The Legal Consulting team works collaboratively with our other consulting departments in an integrated service model. This role requires curiosity, empathy, patience, flexible thinking, and attention to detail to understand each client's objectives, and the professionalism and gravitas to lead. Our Legal Consultants have a high degree of autonomy to conduct each client engagement, supported by the entire legal team. As part of a tight-knit and impactful team, this role will quickly evolve according to the skills and abilities of the person in it.

Essential Functions:

- **Consultative Guide:** Serve as a trusted consultative guide to financial advisors and financial advisory businesses;
- **Drafting:** Draft and review various legal documents, including operating agreements, purchase agreements, and other documents and contracts that clients may need as part of their consulting engagement.
- **Issue Spotting:** Identify and address potential issues in processes, people, the department, and individual transactions, working proactively to find solutions.
- **Project Management:** Manage multiple projects concurrently and independently, ensuring milestones are met and deliverables are produced with exceptional quality.
- **Client Relationship Support:** Provide operational support to the team and their clients, enhancing client interactions and ensuring a smooth transaction process.
- **Problem Solving:** Identify operational bottlenecks and inefficiencies, proactively developing and implementing solutions.
- **Technology Utilization:** Leverage tech platforms such as Salesforce, Slack, Smartsheet, and SharePoint to enhance operational workflows and reporting capabilities.
- **Industry Knowledge Sharing:** Stay updated on relevant laws, regulations, industry trends, best practices, and emerging technologies.



Preferred knowledge, skills, and abilities:

- Excellent computer skills, including MS Office and ability to use Excel & PowerPoint.
- Well-organized and detail oriented.
- Project management experience preferred.
- Exceptional written and verbal communication skills, with the ability to convey complex concepts clearly and concisely, and while maintaining strict confidentiality when appropriate.
- Exceptional time management and organizational skills.
- Analytical, strategic, and creative problem-solving skills.

Education and Experience:

- Juris Doctor (JD) degree.
- Minimum of 2 years of legal experience, preferably in a corporate law firm, financial services organization, or consulting firm.
- Strong interpersonal skills and the ability to build and maintain relationships with clients, colleagues, and external stakeholders.
- Self-motivated, detail-oriented, and able to manage multiple projects simultaneously while meeting deadlines.

Compensation and Benefits:

- A base of \$85,000.00 to \$130,000.00 + incentive compensation DOE.
- Company lunches, snacks, team-building events
- Medical, Vision, Dental, 401k with 25% employer match.
- Company holidays (including employee's birthday) and accrued PTO.

Physical Factors and Working Conditions: Professional office environment, on-site, minimal travel required.

