

## Job Description

<b>Job Title:</b>	Legal Counsel		
<b>Position Type:</b>	Full-Time	<b>Location:</b>	Santa Clara, California
<b>Reports To:</b>	CEO and/or Vice President Operations		
<b>Please send application to:</b>	Careers@ColorTokens.Com		

### Summary/ Objective

ColorTokens is a Silicon Valley company, backed by legendary investors and advisors who have helped structure the IT industry over last 30+ years. Our professionals balance analytical skills, deep market insights and independence to deliver solid, defensible analysis and practical advice to our clients. We are collegial and informal but insist on excellence and loyalty. Our work environment is collaborative, professional and client service-oriented.

We are looking for a talented and motivated legal counsel to manage our growing business. You should have high emotional quotient, strong verbal communication and written skills, ability to identify potential legal issues and be focused on delivering highly ethical legal service. You should be goal-orientated and be able to work with little supervision or mentorship.

You should have an entrepreneurial mindset and outlook for conducting business and legal activities. Good understanding of business management principles, negotiation strategies, ability to think through issues and present clear advice taking business needs into consideration.

You should have the ability to work in fast paced and high-pressure situations and be willing to work long hours to complete what needs to get done. You should be willing to learn and engage with cross-functional teams and perform different tasks that may be assigned to you from time to time.

### Duties and Responsibilities

#### Essential Functions

The essential functions are required by any person employed in this position with or without reasonable accommodation will include but not be limited to:

- Analyze and manage corporate transactions of the company, such as capital raising, M&A activities of the company.
- Identify and think through legal and commercial issues and implications and raise relevant questions for effective fact gathering.
- Interact, meet and manage outside counsels, actively listen and gather information and advice provided by outside counsel(s).
- Advise business units regarding regulatory matters. Prepare and analyze memoranda and other documents and prepare strategies and plans to deal with legal and business issues to meet business needs and requirements.
- Research and analyze relevant regulations, data, statutes, articles, company data and coordinate responses to client and third-party inquiries with regard to immigration laws, contract laws, corporate governance, intellectual property laws, Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).
- Understanding the implications of existing and new rules and regulations for both current and future problem-solving and decision-making.
- Draft board and shareholders meeting resolutions, minutes and reports. Maintain equity and cap table, and sales incentive plans. Maintain stock ledger and stock option plans.
- Review and analyze the effectiveness and efficiency of existing processes and develop strategies for improving or further leveraging these processes from a risk prevention perspective.

- Perform pre-litigation work to minimize risks and maximize legal rights.
- Manage multi departmental tasks and activities; providing compliance to other departments including Contracts & Administration, HR/immigration, finance, marketing and advertising.

### **Position Requirements**

- Ability to cooperate and work as part of a team including with board of directors of the company.
- Ability to multi-task with a ‘can-do’ attitude to perform tasks over and above existing position and role.
- Ability to successfully handle multiple negotiations and manage contract review pipeline, effectively prioritizing issue escalation and resolution.
- Leadership and management traits that are adaptable to business to business needs and company culture.
- Confidence in negotiating with sophisticated counterparties to achieve timely, successful outcomes
- Must be able to lead legal function and manage people and processes.

### **Working Environment/Travel Requirements**

This is a position in an office environment, little to no travel expected.

You should have flexibility to work long hours and on weekends as needed depending on the work load.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to use a computer, lift files, open filing cabinets and bending or standing on a stool as necessary.

### **Qualifications**

#### **Required Education and Experience**

- J. D. or Masters’ degree in law required from an accredited university in the U.S.
- 2-3 years corporate/transactional law experience including extensive commercial contract negotiation experience.
- Must be licensed to practice in State of California as attorney or an equivalent thereof. Applicants may be selected based on the fact that they will be undertaking their Bar Exams in the near future.

#### **Preferred Education and Experience**

- Demonstrated record of legal and business judgment and strategic thinking.
- Business degree or equivalent certificate course from an accredited U.S. university.
- Knowledge regarding data protection and privacy laws and regulations.

### **Additional Eligibility Qualifications**

#### **Work Authorization/Background Check**

Must be eligible to work in the United States and pass a background check including criminal history. Where required, ColorTokens will be willing to file for work visa as and when current work authorization expires.

*EEOC Statement: ColorTokens is an Equal Opportunity Employer and does not discriminate on the basis of gender, gender identity, race, marital status, ethnicity, color, religion, sexual orientation or persons with disabilities.*