

ABOUT ADAMS STREET

Adams Street Partners is one of the oldest and most respected private equity investment management firms in the world. Operating in more than thirty countries across five continents, we pride ourselves on the depth and breadth of our global investment capabilities, along with our long-standing reputation as an international private equity leader. Adams Street Partners is well known globally for its continuous commitment to, and deep understanding of, the private equity industry.

With \$27 billion of assets under management globally, we have offices in Chicago, London, Menlo Park, Singapore, Beijing, and Tokyo. We operate as a single global team, integrating the expertise of our investment professionals across four strategies: primary, secondary, venture/growth and co-investments.

Adams Street Partners is recognized as a pioneer of the private equity asset class, and is widely credited as originating the first ever fund of fund investment in 1979. The firm became an independent, employee-owned entity on January 1, 2001, and continues to manage its private equity portfolios in the same manner and style as its predecessor organizations have done for over two decades.

As an employee-owned firm, we believe in a culture of inclusiveness and collegiate achievement, delivering the highest standards of integrity, respect and insight to all aspects of our business. Our guiding principles and collaborative environment drive our commitment to providing exceptional client service and top tier investment returns.

POSITION

Core Responsibilities

The Compliance Attorney will work closely with the Legal Team under the direction of the Senior Compliance Officer to perform key regulatory compliance activities within Adams Street Partners. This role is a part-time position with the opportunity to work partially from home.

Specifically, responsibilities may include (but are not limited to):

- Preparing Securities and Exchange Commission (“SEC”) filings, including Form ADV, Form PF, and Section 13 and Section 16 filings, as well as filings with other regulators
- Updating compliance policies and procedures
- Reviewing marketing materials
- Monitoring compliance in the areas of gifts, political contributions, and personal securities trading and maintaining related records
- Researching legal and regulatory developments

Candidate Requirements

We seek an individual who is self-disciplined, demonstrates creative thinking and has the following characteristics:

- Strong academic credentials
- J.D. degree required
- Role requires 8 to 10 years of experience handling investment management regulatory compliance matters under the U.S. federal securities laws, particularly the Investment Advisers Act of 1940 and the Investment Company Act of 1940, as a law firm and/or in-house attorney
- Experience should include preparing SEC filings (e.g., Form ADV, Form PF, and Section 13 and Section 16 filings), drafting compliance policies and procedures, and reviewing marketing materials
- Must have attained law firm partner-level status or equivalent in-house counsel position
- Must have strong organizational skills, attention to detail and the ability to manage time effectively given the independent component of the role
- Strong professionalism and communication skills required
- Part-time schedule of 20-25 hours/week must be consistent and worked during business hours (minimum 1 day per week in the Chicago office)

Please e-mail resumes and inquiries to Carolyn Flanagan, Human Resources, at cflanagan@adamstreetpartners.com. Compensation package is competitive.