Open Position: In-House Legal Counsel

Location: Hybrid

Job Type: Full-Time, Exempt

Salary Range: $123,500 - $185,100

Posted range is not a guarantee of any particular wage or salary ultimately offered to a candidate. Salary or wage range represents estimates based on typical candidates hired and that various factors may reflect the actual salary or wage offered.

Massachusetts Property Insurance Underwriting Association is looking for an In-House Legal Counsel to join our Legal Department. This position reports directly to the Vice President & General Counsel. The position does not supervise staff unless otherwise assigned.

In-House Legal Counsel provides legal, regulatory, governance and compliance support to the Massachusetts Property Insurance Underwriting Association and the Rhode Island Joint Reinsurance Association, together the "Associations," under the direction and oversight of the Vice President & General Counsel.

The position is responsible for assisting with legal research, drafting, contract and policy review, regulatory monitoring, Board and committee support, and coordination with internal business units on legal and compliance matters as assigned.

In-House Legal Counsel serves as a legal resource to management and operational departments, with a developing focus on insurance regulation, corporate governance, legislative and public policy matters, business operations, contracts, stakeholder communications, organizational compliance, and other matters as assigned by the Vice President & General Counsel.

JOB REQUIREMENTS:

Juris Doctor degree from an accredited law school required. Member in good standing of a state bar required; admission to, or eligibility for admission to, the Massachusetts or Rhode Island Bar preferred. Two to three years of legal experience in insurance regulation, corporate governance, compliance, public policy, in-house practice, litigation, business operations, or a closely related field preferred. The ideal candidate will demonstrate integrity, professionalism, discretion, sound judgment, a commitment to maintaining confidential information, strong analytical and writing skills, the ability to research and clearly communicate legal and regulatory issues, the ability to work collaboratively across departments, and the ability to provide practical legal support under the direction and oversight of the Vice President & General Counsel.

RESPONSIBILITIES:

- Under the direction of the Vice President & General Counsel, assist with legal research, analysis and support to Association management and business units on matters involving state and federal laws, regulatory requirements, policies, procedures and business initiatives.
- Assist in identifying, analyzing and documenting legal and compliance issues affecting the Associations, including regulatory, governance, claims, underwriting, contractual, legislative and operational matters, in consultation with the Vice President & General Counsel.
- Assist the Vice President & General Counsel in monitoring and analyzing legislative, regulatory and public policy developments involving insurance, consumer protection, residual market mechanisms, corporate governance and other issues that may affect the Associations.
- Assist in drafting and reviewing legal memoranda, policy revisions, contracts, agreements, comment letters, testimony, Board and committee materials, governance documents and other legal or business materials as assigned.
- Assist with the preparation and review of Board, Governing Committee, member committee and management materials, including agendas, exhibits, resolutions, minutes, memoranda, operating information and draft policy recommendations for review by the Vice President & General Counsel.
- Assist with legal support on claims, underwriting, coverage, contract, vendor and dispute-related matters as assigned, including coordination with affected business units and outside counsel where appropriate.
- Assist with reviewing corporate policies, procedures, guidelines, contracts, agreements and other legal documents, and support the development of recommended amendments for review by the Vice President & General Counsel.
- Assist in maintaining positive working relationships with regulators, governmental entities, trade associations, insurance producers, member insurers, public interest groups and other stakeholders, as assigned.
- Assist with conflict-of-interest reviews and related recommendations in consultation with the Vice President & General Counsel.
- Assist with the coordination of external legal services and specialized advisors, including matter tracking, engagement support, invoice review, budgeting assistance and assessment of legal service delivery.
- Assist with annual legal department goals, sub-goals, planning initiatives, budget recommendations and management reporting as requested by the Vice President & General Counsel.
- As directed by the Vice President & General Counsel, assist with legal, regulatory or legislative support to Guaranty Fund Management Services, Inc. and its member guaranty associations in accordance with applicable management and shared services arrangements.
- Support Association task forces, special projects, regulatory initiatives, governance initiatives and strategic planning efforts as assigned.
- Perform all additional duties and projects as assigned.

ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

To complete the essential functions of this position in a complete and timely fashion, the person must be able to:

- Remain in a stationary position for extended periods of time as needed to perform legal, drafting, research, document review, meeting and computer-based work.
- Occasionally move about the office to access documents and office machinery, interact with team members, attend meetings and perform related duties.
- Operate a computer and other office productivity equipment as needed to meet the requirements of this position.
- Read, draft, review, revise and maintain physical and electronic documents.
- Effectively communicate with employees, customers, vendors, regulators, outside counsel and other internal or external business partners by telephone, in writing, virtually and in person.
- Think analytically, concentrate on assigned tasks, observe and remember detail, exercise sound judgment and make recommendations sufficient to meet the requirements of this position.
- Travel as needed to meet the requirements of this position.

We offer an excellent benefits package, a matching 401(k) program, pension program, and we are conveniently located in Government Center.

We are an Equal Opportunity Employer. The Association will give fair and equal consideration to all applicants regardless of race, color, religion, sex, marital status, parental status, national origin, ancestry, sexual orientation, gender identity or expression, pregnancy or pregnancy-related conditions, military service, veteran status, age, disability, genetic information, natural or protective hairstyle, prior psychiatric treatment, use of family and medical leave, or any other characteristic protected by relevant federal, state and local laws, except where a good faith occupational qualification applies.

For more information about Massachusetts Property Insurance, please visit our website at www.mpiua.com. Interested applicants should send resumes via e-mail to hr@mpiua.com.