



General Counsel

Penn Center - Denver, CO 80203

Overview

Salary Range	\$260,000.00 - \$330,000.00 Salary
Level	Senior
Position Type	Full Time
Job Shift	Day
Category	Legal

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GENERAL COUNSEL

SUMMARY OF JOB RESPONSIBILITIES

The General Counsel (GC) position, part of the Executive Leadership Team, is responsible for implementing, maintaining and protecting the Association's legal posture and interests within the scope established by Colorado Statute, PERA's Board of Trustees, and the Association's CEO. This position handles complex and high-level legal matters requiring deep expertise in specialized areas such as member benefits, litigation support and strategy, health care, fiduciary issues, ethics, investments, contracts, employment law, open meetings, compliance, and governance. This position serves as a member of the executive leadership team, providing expertise and experience to the PERA policy and decision-making process. This role oversees a team of attorneys and paralegals, manages relationships with external counsel, and collaborates with executive leadership to ensure that PERA's mission is carried out in a legally sound, ethical, and cost-effective manner.

The position also provides oversight of the organization's risk and compliance function and supports board governance and Board meeting management to help ensure effective governance practices and efficient administration of Board activities.

IDEAL CANDIDATE

Colorado PERA seeks an experienced attorney who thrives in a hands-on and collaborative environment to be the next General Counsel. The ideal candidate must have exceptional communication and interpersonal skills with the ability to confidently educate and advise the Board, CEO, and others on complex legal and regulatory matters related to public pension management. The ideal candidate will be committed to upholding the fiduciary duty to our members and beneficiaries of Colorado PERA. This person will be able to quickly gain the confidence and respect of the Board, the executive team, leadership and staff. In addition, this person will have experience advising public agencies and understand that legal opinions must reflect the administrative realities within which the agency operates. The ideal candidate will have a thorough understanding of fiduciary standards and obligations and experience overseeing legal, compliance, and board governance matters involving public pension funds and institutional investments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees are held accountable for all duties of the job. Individuals must be able to perform these duties with or without reasonable accommodations.

- Advises the CEO and PERA's executive leadership on a wide range of legal matters including, but not limited to, fiduciary obligations, investments, board governance, health insurance, member benefits, legislation, ethics, compliance, risk, and employment law.
- Provides legal advice to Board of Trustees and others regarding proposals or anticipated actions, Board governance, Board meeting protocol, and other areas.
- Oversees coordination of legal activity performed by outside counsel.
- Monitors compliance and other matters related to the fiduciary responsibilities of the Board and staff
- Coordinates responsive action to issues relating to PERA benefits (pension, 457, 401(k), health care, etc.)
- Coordinates responsive action to issues stemming from PERA administration (contracting, personnel, general liability, etc.)
- Partners with the investment team to provide strategic legal and compliance leadership for the firm's investment activities and shareholder responsibilities
- Oversees the organization's risk and compliance function
- Oversees the Board Liaison and coordination with the Board's governance consultant to ensure appropriate Board governance and Board meeting management
- Ensures compliance with federal and state laws, rules and regulations

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- Provides leadership and direction to Divisions and staff under the oversight of the General Counsel and is responsible for all management functions including hiring, developing, and creating a high performing team
- Sets and communicates staff performance standards and expectations that are specific and measurable for productivity goals and development; conducts performance reviews and other action when necessary
- Engages staff in continuous learning, improvement, and operational performance
- Ensures that staff have the resources, tools, and training needed to effectively fulfill their responsibilities
- Fosters a positive and inclusive work environment, promoting teamwork, open communication, and mutual respect among team members.
- Develops and adheres to Division's annual budget, objectives, and goals
- Carries out other duties as assigned

JOB QUALIFICATIONS

- Juris Doctorate and license to practice in the State of Colorado or the ability to obtain a license within one year of hire.
- A minimum of ten years of professional legal work experience, preferably in areas such as retirement plans, administrative proceedings, litigation, investments, taxes, insurance, contracts and labor law
- A minimum of 5 years in a leadership or executive role with responsibility for leading a legal team is preferred
- Management/supervisory experience
- Experience working closely with a governing board
- Experience in interpreting current and proposed state and federal laws
- Experience with regulatory and compliance activities related to public pension plans and institutional investment program is preferred
- Demonstrated ability to build and maintain effective working relationships with executives, staff, external stakeholders, and board members.
- Strong analytical and organizational skills
- Strong interpersonal skills, verbal, and written communication skills
- Ability to travel as necessary for business purposes
- Flexibility and availability to respond to urgent legal matters outside regular business hours, including evenings and weekends, as needed.

WORKING CONDITIONS

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment with frequent telephone communication, computer operation, and other office productivity machinery, such as a copy and printer machine.
- Occasional moving and positioning supplies in excess of 20 pounds
- All employees are expected to present themselves in a professional manner in alignment with the financial services industry
- Ability to sit for prolonged periods of time
- Ability to operate standard PC equipment
- Ability to manage frequent deadlines and tight schedules
- Ability to travel as necessary

HYBRID WORK OPTION

- Opportunity to work from home up to two days per week. Eligibility dependent upon factors detailed in PERA's Work from Home Policy.

Qualifications

Interested Candidates:

Complete the employment application online at <https://www.copera.org/careers>. Please have copies of your resume and cover letter available to upload.

Job Description Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of an employee. Duties, responsibilities, and activities may change or be assigned with or without notice.

Unfortunately, at this time, PERA cannot consider candidates that require sponsorship (now or in the future), or are located outside of the US.

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supporting major enterprise initiatives, employees are part of meaningful, future-focused work that blends public service with innovation. We take pride in our inclusive culture, career development opportunities, and our consistent recognition as a Top Workplace based on employee feedback. PERA is a place to connect, contribute, and be part of something bigger.

A Culture That Cares

At PERA, leveraging employee strengths and supporting strong engagement are the foundations of our culture. Employees are encouraged to grow through development opportunities and internal career movement, while also being part of an organization where people feel respected, informed, and included. Collaboration is encouraged across teams, allowing employees to learn from one another and contribute in ways that maximize their unique skills. We strive to foster an environment where employees can do their best work and feel supported by the people around them.

An Employer that Invests in You

PERA invests in our employees in ways that matter; from comprehensive benefits and generous paid time-off to thoughtful everyday amenities that enhance the office experience. Employees are encouraged to continue learning through training, mentoring, and development at every stage of their careers. We champion a workplace where people feel valued, inspired, and equipped to grow.

Join Us

If you're energized by meaningful work, motivated by an organization that evolves with a changing world and looking for an employer that invests in you, then consider joining PERA's team. Learn more about careers at PERA at copera.org/careers.

Position Title: General Counsel

Division: Legal

Reports to: Chief Executive Officer/Executive Director

Job Status: Full-time, Exempt

Salary: \$260,000.00 to \$330,000.00 Annual, Commensurate with experience

Posting Dates: 07/17/2026 to 08/02/2026

About Colorado Public Employees' Retirement Association

Working for PERA



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