



General Counsel, Denver Employees Retirement Plan

Seeking an attorney experienced in defined-benefit pension plan administration, to serve as sole General Counsel for pension plan for the City and County of Denver, Colorado.

Part-time, permanent position: 25 hours per week, flexible scheduling options

Roles include:

- Providing legal advice to Executive Director and 5-member Board of Trustees on all matters;
- Delivering guidance to benefits administration staff on escalated member benefit issues, including eligibility appeals;
- Representing the organization in occasional administrative hearings or litigation;
- Drafting contracts with investment managers and other services providers;
- Drafting of annual revision to the plan sponsor's governing ordinance;
- Performing legal analysis and writing legal opinions on tax and other fiduciary issues;
- Providing advice and responding to inquiries on open meetings laws and open records requests;
- Advising management on HR policy and employment law matters.

Qualifications:

- JD degree and ability/license to practice law in Colorado;
- Minimum of 5 years legal practice. Experience with pension plan legal work strongly preferred.

Compensation:

- Hiring salary \$93,000 to \$113,000 DoQ;
- Excellent benefits package.

Location: Office in historic mansion in Capitol Hill, near downtown Denver.

To apply: Send resume and cover letter to: Steven Hutt, Executive Director, Denver Employees Retirement Plan, via shutt@derp.org, by December 14, 2018.