



**OFFICE OF THE ATTORNEY GENERAL**

**200 St. Paul Place**

**Baltimore, Maryland 21202**

[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**JOB ANNOUNCEMENT**

**Assistant Attorney General**

**Maryland Technology Development Corporation**

**Posting Date:** April 23, 2018

**Closing Date:** May 14, 2018

**Job Title:** Assistant Attorney General

**Position Type:** Regular- Full Time

**Location:** Maryland Technology Development Corporation (“TEDCO”), 401 E. Pratt Street, Baltimore, MD

**Description:** The Office of the Attorney General for TEDCO is seeking applicants for an Assistant Attorney General vacancy. The Assistant Attorney General’s primary responsibility will be to assist in providing legal representation to TEDCO’s investment financing programs. In addition to providing various other forms of business assistance to companies commercializing technologies originating in university and federal labs located in Maryland, TEDCO administers various investment financing programs, including the Enterprise Fund, the InvestMaryland Program, the federal State Small Business Credit Initiative, and various specialized investment programs targeted at pre-seed and seed stage technology companies. Through these programs TEDCO makes equity and convertible debt investments in Maryland start-up, early-stage, and growth-stage companies.

Duties will include drafting, reviewing, and negotiating transaction documents related to venture capital investments, including term sheets, purchase agreements, promissory notes, side letters and other related transaction documents, and venture fund limited partnership agreements, and generally assisting in the other transactional and administrative work of TEDCO. Duties will also include advising TEDCO management on a variety of matters, including securities law, contract law, corporate governance, and general administration.

**Experience:** The ideal candidate will have a minimum of five years of experience in corporate transactions. Experience negotiating and drafting sophisticated investment documents, particularly those required for investments exempted from registration pursuant to Regulation D under the Securities Act of 1933, as amended, is preferred. Maryland Bar is required. Candidates must have excellent analytical and writing skills.

**Submission:** Interested persons should submit their resume with cover letter, list of references, and two concise writing samples to: Ira Schwartz, General Counsel to TEDCO, 401 East Pratt Street- 5<sup>th</sup> Floor, Baltimore, MD 21202, by close of business on May 14, 2018.

**The Maryland Office of the Attorney General is an equal opportunity employer, committed to diversity in the workplace.**